



**OUR LADY
OF THE LAKE
COLLEGE**

*Franciscan Missionaries of
Our Lady Health System*

**Student Services
Handbook**

**General Policies and Procedures for
Students in All Programs**

2008 - 2009

The Rights Reserved by the College

Policies and procedures are set by institutions of higher education to ensure fair and consistent treatment is afforded to all individuals and that similar situations are handled in an equitable manner. Institutions recognize, however, that rigorous and unremitting application of a policy or procedure can in and of itself be unfair when doing so overlooks the uniqueness of individual situations. Accordingly, a policy or procedure may be appealed when an individual believes its applications create an injustice, is contrary to common sense, or overlooks a truly exceptional situation. Appeals should be in writing and addressed to the Vice President overseeing the particular policy or procedure being appealed. Appeals must clearly indicate what policy or procedure is being appealed as well as the basis for the appeal.

Message from the College President

It is a pleasure to welcome you to Our Lady of the Lake College, Louisiana's only Catholic institution of higher education outside of the New Orleans area.

Our College traces its roots to a small diploma school of nursing founded by the Franciscan Missionaries of Our Lady in the 1920s. Since then, the Southern Association of Colleges and Schools has authorized the College to offer degree programs at the associate, baccalaureate, and master's level. We also offer a number of certificate-based programs through our Health Career Institute.

Your college experience will be a time for you to reflect on what you want to achieve both professionally and personally. Our Lady of the Lake College will give you an educational experience that will challenge you to develop new skills, to think about the world in a different way, and to decide how you will contribute to improving our society. You will find that the faculty, staff and administration are here to guide you on that journey.

We are delighted that you have chosen to study at Our Lady of the Lake College and we look forward to being a part of this special time in your life.

Sandra Harper, Ph.D.
President

Message from Dean, Student Services

Dear Student,

Welcome to the 2008-2009 Academic Year at Our Lady of the Lake College.

On behalf of the college, let me thank you for choosing Our Lady of the Lake (OLOL) College as the institution to provide your academic knowledge and training for your chosen career field. Our mission in Student Services is to enhance your educational opportunities. Our staff is here to ensure that you have the tools necessary to fulfill your academic endeavors and the skills to compete in the employment world. We do this by providing programs to meet your personal, emotional, academic, social and spiritual growth to help you develop a holistic self. Our office strives to further strengthen the educational needs of all of God's people through our goal of life-long learning. We seek to provide educational programs that support academic, personal, and professional growth.

This handbook contains vital information to assist you in your stay at OLOL College. This book provides you with the answers to most of your questions on procedures and policies governing students at OLOL College. It also provides you with a list of phone numbers to contact faculty or administration to help answer your questions. OLOL College faculty and administration are here to do all they can to help you in your academic endeavors.

Again, on behalf of the College, welcome to Our Lady of the Lake College.

Phyllis Simpson
Dean, Student Services

As we begin a new academic year, we are always mindful of those who came before us and of those who will come after us to continue the mission of Our Lady of the Lake College. We all - past, present, and future - share a common heritage that serves as a foundation to our sense of community. As a community, we strive to be distinct and unique from other colleges and universities. Our history is part of what makes us distinct and unique. Our "story" as follows, was excerpted from a presentation made in spring, 1995.

Our Lady of the Lake College Story

When the Franciscan Missionaries of Our Lady ventured to Louisiana from France early in the twentieth century, they had no idea just how profound an impact they would have on the people of Louisiana. Today, Our Lady of the Lake Regional Medical Center employs over 4,000 people and serves 125,000 patients each year. The foundation of this, which has blossomed into the largest hospital system in the state, had its beginnings with the work of the missionaries who came here in 1913.

The delivery of health care has changed dramatically since 1913, when the first Sister, Mother deBethany, arrived to attend to the needs of the afflicted. Realizing the need to educate employees in the innovations of health care, the Sisters founded a nursing training program in 1921, and Our Lady of the Lake College is the result of those early (as well as more current) efforts of the Sisters who make up the Franciscan Missionaries of Our Lady.

Our Lady of the Lake College, then, is founded on the work of those Franciscan Missionaries who empowered the College to prepare health care practitioners who can share in the Sisters' life dedication to providing health care to this community. Seeking to be faithful to the ideals of this heritage, Our Lady of the Lake College is committed in all of its policies and practices to the pursuit of truth, to a respect for differing points of view, and to the ethical and human values inherent in the philosophy of the Franciscan Missionaries of Our Lady. Compassion, Understanding, Respect, and Dignity are Christian virtues we hope to share with you so that you may share them with others. "Grant that we may not so much seek to be understood as to understand" St. Francis said, (My Favorite Quotations, Peale, 1990.) This is at the very heart of this institution, and it has been since the beginning when the first Sisters showed a willingness to sacrifice for the sake of others.

Your education here, though steeped in the specifics of your professed health care discipline, will also exemplify the spiritual obligations we have as human beings, both to one another and to God. We pray and hope that when you leave, you take with you not only the health education required for employment, but the deep understanding of the spiritual foundation from which you are given the gift of healing. It is also true that it will be much later in your life when you will become fully aware of just how much an

affect you have had on your patients, both in ministering to the body and to the spirit. The reward for treating others with respect and tenderness is often not apparent at first and is usually manifested in ways that surprise us. For as Jesus stated, "Whatever you did for one of the least of these brothers of mine, you did for me." (Mathew 25:40) In healing others, we heal ourselves as well, or, at the very least draw closer to God who has compelled us to undertake this edifying task.

A solid educational foundation in health care can serve as a powerful tool in working with those with whom you come in contact. As life presents us with the many opportunities and challenges, that it invariably does, this foundation is of the utmost importance; for it provides us with the learning and security that will assist us in moving ourselves forward, enabling us to offer the best possible care.

The history of Our Lady of the Lake College has taught us what it means to be willing to meet new challenges. When Our Lady of the Lake College began its journey as a diploma school of nursing, few could have predicted the phenomenal growth and expansion that has occurred, particularly in the last few years. Whereas once enrollment was less than 100, today the college enrolls over 2,000 students. We have gladly accepted the responsibilities that have come with expansion in order to find out our full identity at a time when health care is in as great a demand as ever. It has been a journey of enormous importance and we are grateful for having been able to be of help to so many.

Your educational journey and our institutional journey continue together. Discoveries await which will reveal more about our faith and our values and roles in a larger society. Your journey is not undertaken alone, but in concert with the students, faculty, administration, and staff of our College. "Come to me confidently whenever you want," St. Francis once remarked, "and feel free to speak to me with the utmost familiarity." We sincerely hope you will risk the kind of journey afforded you through enrollment in Our Lady of the Lake College, one that will yield up many discoveries about yourself and those with whom you come in contact. How often we refuse to go through the door that is opened for us. Our hope is that you will find it in your heart to cross this threshold, as the first Franciscan missionaries did. We offer a solid foundation in learning, a tradition of success in helping others and a legacy of service to God's people.

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Academic Calendar
Fall 2008 Academic Calendar

July 1	Tuesday	Final day to submit non-clinical applications
July 15	Tuesday	Registration deposit deadline
Aug. 11 - 13	Monday - Wednesday	No registration activity
Aug. 14	Thursday	Late Registration for non-registered students
Aug. 15	Friday	Transfer and freshman orientation
Aug. 18	Monday	Fall classes begin – Add/drop begins
Aug. 22	Friday	Last day to submit change of grade from previous semester
Aug. 25	Monday	Add/drop ends
Sept. 1	Monday	Labor Day Holiday – no class
Sept. 2	Tuesday	Classes resume
Sept. 2	Tuesday	Last day to withdraw from classes without a “WS” or “WU” grade.
Sept. 15	Monday	Final date to submit Intent to Graduate Forms for Fall 2009
Oct. 13	Monday	Final day to report mid-semester grades
Oct. 15	Wednesday	Final date to submit completed F.A. forms for the spring semester
Oct. 20	Monday	Registration begins for spring
Oct. 31	Friday	Final date to withdraw from a class or the College
Nov. 27- 29	Thursday - Saturday	Thanksgiving Holiday begins
Dec. 1	Monday	Classes resume
Dec. 1 - 6	Monday – Saturday	Finals are held during regular schedules. End of term
Dec. 6	Saturday	Final date to pay graduation fees
Dec. 9	Tuesday	Final date to report grades for graduating students
Dec. 10	Wednesday	Final date to report grades for non-graduating students
Dec. 19	Friday	Fall Commencement

Spring 2009 Academic Calendar

Dec. 1	Monday	Final day to submit non-clinical applications to assure processing for spring semester
Dec. 5	Friday	Registration deposit deadline
Dec. 6 -7	Sunday – Thursday	No registration activity
Jan. 8	Thursday	Late registration for non-registered students
Jan. 9	Friday	Student Orientation
Jan. 12	Monday	Spring classes begin
Jan. 12	Monday	Add/drop begins
Jan. 16	Friday	Last day to submit change of grades from previous semester
Jan. 19	Monday	Dr. Martin Luther King Jr. Holiday
Jan. 20	Tuesday	Classes resume
Jan. 20	Tuesday	Final date to add classes for spring
Jan. 26	Monday	Final date for to withdraw from a course without a WS/WU
Feb. 10	Tuesday	Final date to submit Intent to Graduate Forms for Spring 2010
Feb. 23-24	Monday – Tuesday	Mardi Gras Holiday – no classes
Feb. 25	Wednesday	Classes resume
March 2	Monday	Final date to submit completed F.A.applications to assure processing for Fall/Spring/Summer
March 10	Tuesday	Final date to report mid-semester grades
March 23	Monday	Registration begins
March 27	Friday	Final date to withdraw from a course or the College
April 6 – 11	Monday – Saturday	Spring Break – no classes
April 10	Friday	Good Friday – College closed for holiday
April 13	Monday	Classes resume
May 2	Saturday	Last day of classes – Final date to pay spring graduation fees
May 4 – 9	Monday – Saturday	Finals held during regular schedules – End of term
May 13	Wednesday	Final date to report grades to the Registrar’s Office

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

1.1.1 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 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 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 students to realize their potential as responsible members of society. The College seeks to advance a collegial environment that promotes individual and collective social responsibility within the concepts of community, democracy, social justice, and the culture of life.

1.1.2 Institutional Goals

- a. 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.
- b. Provide programs of study, particularly in the health sciences, that contribute to fulfilling societal needs.
- c. Emphasize academic excellence in programs and degrees.
- d. Cultivate a student-centered environment that promotes a holistic approach to student growth and development.
- e. 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.

- f. Foster an engaged community of civic-minded scholars that encourages a culture of social responsibility and service.
- g. 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.
- h. Optimize the resources of the College.
- i. Expand the scale and scope of the programs and the communities the College serves.

May 1, 2003
 Revised October 8, 2003
 Revised January 2004
 Revised May 2004
 Revised November 2007

1.2 Administrative Divisions

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

President	Academic Affairs	Student Services	Health and Career Institute
7434 Perkins Rd 225-768-1710	7434 Perkins Rd. 225-768-1761	5414 Brittany Dr. 225-490-1620	5220 Essen Lane 225-768-1789

1.3 Civility, Respect, and Human Dignity

All students are expected to uphold the values and behaviors set forth in the Community Creed.

The 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:

- a. Commit myself to the pursuit of knowledge and understanding with personal integrity and academic honesty.
- b. Respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community.
- c. Contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- d. Support a culture of diversity by respecting the rights and dignity of those who differ from myself.

- e. Embrace the concept of a civil community, which respects the rights and property of others and abhors violence, theft, and exploitation of others.
- f. Honor, challenge, and contribute to the tradition of excellence left by those who preceded me and 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 the Our Lady of the Lake College and its community of scholars.

Approved with revisions by Executive Committee on 5-22-98; Approved by Faculty Assembly 5-26-98

The College does not condone harassment directed toward any person or group within its community -- students, employees, or visitors. Every member of the College should refrain from actions that intimidate, humiliate, or demean persons or groups or that undermine their security or self-esteem.

Physical, mental, or verbal acts that intentionally threaten, seriously embarrass, harm, or harass any person, persons, or group on the basis of race, ethnicity, religion, gender, sexual orientation, or handicap are serious offenses. Any person or group to act in such a manner will be subject to discipline.

1.4 Academic Integrity

All students are expected to adhere to the Honor Code and Honor Statement (1.3). Any formal academic setting relies upon high standards of honesty among its students and faculty. The College expects both faculty and students to abide by these standards in order to help fulfill the mission of Our Lady of the Lake College, which is to provide an educational setting where religious and human values are respected. An important aspect of this process is academic honesty. College faculty and students are expected to apply the principle of academic honesty by consistently displaying honesty and forthrightness in their academic endeavors. Intellectual inquiry can possess value only if it is acquired and presented legitimately.

1.4.1 Honor Code

We, the 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 the College, we become part of the Our Lady of the Lake College Honor System. We realize that honor must be cultivated that its success depends upon the combined and cooperative efforts of the College's administration, faculty, staff and students. Inherent in the honor system is the premise that students will not perform or tolerate any violations of the Regulations Governing Student Behavior published in *Our Lady of the Lake Student Handbook*. As responsible members of the Our Lady of the Lake College community, each of us freely accepts and proudly endorses this, our code of honor.

1.4.2 Honor Statement

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

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

1.5 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 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 student should report the matter to the Vice President of Academic Affairs, who will seek to assist the 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 students with learning, emotional, or physical disabilities. 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

1.6 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 students can be a form of discrimination prohibited by Title IX. The following types of conduct constitute sexual harassment:

- a. **Quid Pro Quo Harassment:** A school employee bases an educational decision on a 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 student resists and suffers the threatened harm or submits and thus avoids the threatened harm.
- b. **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 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 student's ability to participate in or benefit from an educational program or activity.

The Executive Vice President for Academic and Student Affairs 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 Executive Vice President for Academic and Student Affairs. A faculty member, staff member, or fellow student may also file a complaint on behalf of a student who has experienced possible harassment. If the

Executive Vice President for Academic and Student Affairs is unavailable or inappropriate to contact, the written complaint may be submitted to the President.

Academic Affairs
7434 Perkins Road
Baton Rouge, Louisiana 70808
225-768-1761

The procedures for preparing and submitting a complaint are found in Section 1.11.2 of this handbook.

1.7 Release of 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 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 students' records.

1.7.1 Access to and Review of Student Records

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

- a. The right for students to inspect and review their education records within 45 days of the day the College receives a request for access. 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 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 student of the correct official to whom the request should be addressed.
- b. The right of students to request the amendment of their education records that they believe is inaccurate or misleading. A student may ask the College to amend a record that he or she believes is inaccurate or misleading. The student should write the College official responsible for the record, clearly identify the part of the record that the student wants changed, and specify why it is inaccurate or misleading.
- c. If the College decides not to amend the record as requested by a student, the College will notify the student of the decision and advise the 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 student when notified of the right to a hearing.
- d. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- e. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
- f. 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 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.
- g. 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 student seeks or intends to enroll.

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 students: name, address, telephone number, date and place of birth, dates of attendance, enrollment status, 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 students are placed on the College Web site in conjunction with a College function.

Students who do not wish this information to be released must notify the Office of the Registrar in writing. The form is available on-line at: www.ololcollege.edu

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

1.8 Student Rights and Responsibilities

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

- a. Students have the right to an environment that supports the development of critical judgment and independent search for truth.
- b. All students should exercise the right to learn and to teach with responsibility.
- c. The students' right to learn will be protected by the policies and procedures provided by the institution.

- d. The students are responsible for learning required material for enrolled courses; however, the students reserve the right to reasonably question views offered in a course and to reserve judgment about matters of opinion.
- e. Students will be protected against prejudiced academic evaluation through established procedures.
- f. The students shall have the right to have access to workable grievance procedures and to be present at any hearing of their grievances.
- g. It is the right of the students to have clarification of grading policies for each course.
- h. The students shall have access to their academic records and will have knowledge of policy regarding disclosure to any other persons or institutions.
- i. It is the right of the students to have non-voting representation on school curriculum committees.
- j. A means will be defined for participation of students in the development of institutional policies affecting the student body.
- k. The students have the right to have printed material available to them that specifically states the policies, procedures, and standards of behavior that could affect the students' standing in school.
- l. It is the responsibility for the students to know the standards of behavior published in *Our Lady of the Lake College Student Handbook(s)* or any other appropriate and official publication.
- m. Age, race, color, gender, religion, disability, marital status, pregnancy status, sexual orientation, national origin, or military status shall have no bearing on the implementation of school policies.
- n. Personal privacy is the right of students, provided that the welfare of others is respected.
- o. Confidential information concerning students' views, beliefs, personal life, and political associations required by the instructors will not be released without the consent of the student.
- p. 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.

Revised 12/13/07

1.9 Testing Policy

Administration of Entrance and Placement Examinations

In the administration of all examinations, the test-takers and the College have rights, responsibilities and duties.

Test-takers have a **responsibility** to:

- Arrive on time
- Demonstrate academic integrity during the testing session. Cheating behavior on a test includes, but is not limited to: talking during a test administration, looking on someone else's paper, using notes or resources of any kind, unauthorized access to the test, or going back to a previous test section after time has been called.

Test-takers have a **right** to:

- Receive the results of their test.

- Review their test results with an academic counselor, advisor, or faculty.

The College has a **duty** to:

- Assure that results of a test are used in a manner appropriate to the intended purpose.
- Assure confidentiality of an individual(s) test results. Access will be limited to college officials authorized to review scores.
- Provide a clock.

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

1.10 Computer Use Policy

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

- a. Students agree to abide by any patent or copyright restrictions that may relate to the use of computer facilities, products, programs, or documentation. 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 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 students further agree not to tamper with or in any way modify the equipment to which the College provides access.
- b. Students agree not to use College equipment or software for any form of private financial gain.
- c. 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.
- d. 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.
- e. 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:
 1. Intentionally infecting the network server or other computers with a virus.
 2. Sending harassing messages to other computer users either at Our Lady of the Lake College or through external networks.
 3. Using inappropriate or abusive language to other users, students, faculty, or staff.

4. Engaging in any behavior that causes distractions to other users (e.g. radios, loud conversations, shouting, etc.).
 5. Obtaining additional resources not authorized to an individual user.
 6. Depriving other users of authorized resources.
 7. Acquiring access to unauthorized systems.
 8. Utilizing another user's account and password.
- f. If a student becomes aware of any attempt to violate any portion of this agreement, he or she agrees to report the attempt to the Director of Administrative and Academic Computing.
 - g. 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.
 - h. This agreement will remain in force as long as 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. Students agree to either abide by such additional requirements or to inform the Director of Administrative and Academic Computing that such additions are unacceptable to them.
 - i. By using the computer accounts, equipment, or facilities provided to them, students acknowledge and agree with the policies and procedures hereof.

(Revised June 27, 2006)

1.10.1 Our Lady of the Lake College 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.

- a. OLOLC e-mail is made available to its students solely for the purpose of facilitating educational efforts in keeping with the role of OLOLC as an educational institution.
- b. 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.
- c. Confidential information should not be sent by e-mail.
- d. E-mail attachments should not be opened from senders you do not know.
- e. E-mail messages containing public record material should be printed out and filed. E-mail should not be used for official record-keeping purposes.

- f. For security purposes, when 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 student e-mail should be sent to the e-mail administrator at emailadministrator@ololcollege.edu or you may call the automated “help desk” at 768-0807.

1.10.1.1 Tips for sending e-mail

- a. 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.
- b. 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.
- c. Remember to facilitate user friendliness and complete the “subject” line with a clear and concise description of the message.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. E-mail can be junk mail. Each recipient gets to decide if a message is "junk," so avoid unnecessary proliferation of messages.
- i. 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.

- j. 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.
- k. Remember “the person” when you send e-mail and adhere to the same standards of behavior that you follow when interacting face-to-face.

1.11 Student Complaint and Appeal Procedures

1.11.1 Student Complaints and/or Concerns Policy Statement

Our Lady of the Lake College is committed to providing an environment that is supportive of student achievement. Academic, Administrative, and Student Support Services share that commitment in the provisions of all programs and services. The procedures for academic grievance as well as Due Process Rights are found in the *Student Handbook*. In addition to these procedures, any student who has a concern or complaint about the institutional policies, procedures, or practice is encouraged to follow the Student Complaint Procedure. (*Student Handbook*). The procedure may not be used to protest existing policies or regulations.

In order to maintain confidentiality, documents pertaining to complaints or concerns will not be placed in a student’s academic file. Such documents will be retained in a separate file accessible only to authorized personnel of the College.

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

1.11.2 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 student wishes to pursue the matter further, he or she must submit a written and signed statement of complaint/concern to the Executive Vice President for Academic and Student Affairs or to the Vice President of the Health Career Institute.

1.11.2.1 To prepare a written statement of complaint or concern, the student shall

- a. Identify the exact nature of the complaint or concern and provide the dates and locations of any specific incidents.
- b. Identify the names of persons or witnesses who have knowledge of any specific incident leading to the complaint, if applicable; and
- c. Submit any available written documentation or evidence that is relative to the complaint or concern, if applicable.
- d. The Executive Vice President for Academic and Student Affairs or the Vice President of the Health Career Institute 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.

- e. The student submitting the written statement of complaint/concern will receive written notification of action taken to address the complaint from the Executive Vice President for Academic and Student Affairs or the Vice President of the Health Career Institute. After all issues are taken into consideration, a decision will be rendered. The decision of the Executive Vice President for Academic and Student Affairs or the Vice President of the Health Career Institute will be **final**.

1.12 Appeal Rights for Dismissals Not Due to Course Grades or Overall GPA

Program dismissal appeals for dismissals not due to a course grade or overall GPA will be heard by the College's Educational Policy and Curriculum Committee (EPCC) convened by the Office of Academic Affairs. This appeal recourse is available only to students dismissed from programs for student misconduct reasons (that is, reasons exclusive of those related to grades or GPA deficits). Students must initiate this process via a letter to the Executive Vice President for Academic and Student Affairs clearly stating the reason for the dismissal within **two weeks** of the dismissal notice.

1.13 Student Appeals Policy

The revised College Bylaws were presented to the Board of Trustees and said Bylaws have been in effect since September, 2007. This change necessitated development of different processes and policies for grade and program dismissal appeals. The new policies and procedures are as follows:

- a. **Final** decisions on grade appeals will be made at the School level and by the appropriate Dean. There will be no subsequent appeal process on grade appeals. Grade Appeals must be initiated with the Program Coordinator by filing a Grade Appeals Form no later than **two (2) weeks** following the last day grades can be submitted to the Registrar.
- b. Program dismissal related to or based on grades or GPA deficits may **only** be appealed to the appropriate School Dean.

Revised 10/2007

1.14 Academic Grievance Procedure

An academic grievance refers to any complaint of the student relating to academic issues associated with course or classroom instruction. Students who wish to appeal final grades or academic dismissal or denial of progression shall follow the procedure as so stated in the *Student Handbook*. In all other cases, the 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 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 Department Chair in the relevant program or division. If the matter has not been resolved, the student should take the issue to the School Dean. If the informal discussion of the subject is not satisfactory at the Decanal level, a **written statement** of the grievance to the Executive Vice President for Academic and Student Affairs will be **required**.

To prepare a written grievance, the student shall:

- a. Identify the exact nature of the grievance and provide dates and locations of relevant incidents.
- b. Identify the names of the witnesses or persons who have personal knowledge relating to the grievance.

- c. Submit any available written documentation or evidence that is relative to the grievance.

The Executive Vice President for Academic and Student 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 Executive Vice President for Academic and Student Affairs will be **final**.

1.15 Regulations Governing Student Behavior

Students at Our Lady of the Lake College are expected to conduct themselves on campus and in clinical agencies in a manner that will reflect favorably on the College and healthcare professions. The following College regulations govern student behaviors:

- a. Students are expected to demonstrate respect for the rights and property of other individuals on campus and in the classroom.
- b. Disruptive behavior will not be tolerated.
- c. Students are expected to be on time for class. Permission of the classroom instructor is required for the student to enter class after the class period has begun.
- d. Drinking and eating in the classroom are not allowed.
- e. All unnecessary conversation and noise should be avoided.
- f. Pay telephones must be used for personal calls.
- g. Students are not to make or receive personal calls or visits from friends or relatives during clinical experience.
- h. Loitering or visiting in medical center service areas is not permitted.
- i. All information regarding patients is confidential.
- j. Students may not chew gum during clinical experience.
- k. Students are to comply with smoking policies of assigned agency.
- l. Students may not remove clinical facility equipment.
- m. Proper professional language is to be used at all times.
- n. During clinical assignments, eating and drinking are limited to the lounge or dining room.

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

1.16 Misconduct

1.16.1 General Misconduct

- a. Failure by a student to adhere to the Regulations Governing Student Behavior is termed "Misconduct".

- b. A student may be formally charged with misconduct for violation of any of the Regulations Governing Student Behavior. In cases of violations of academic integrity (academic honesty/dishonesty) or a student's failure to adhere to minimum professional standards, the faculty has the authority to assign a course grade of "F" (either academic, clinical, or both) to the student and/or may refer the case to the Executive Vice President of Academic and Student Affairs for action.
- c. A student charged with misconduct will retain all College rights until due process is completed, unless there is evidence that the student has done any of the following:
 1. Has been convicted of a felony.
 2. Has been formally charged with the commission of a felony of such nature that the student's presence on campus or clinical premises is potentially dangerous to the health and safety of the College or clinical communities.
 3. Engaged in any activity of such nature that presence on campus is potentially dangerous to the health and safety of the College or clinical communities, whether or not civil charges have been made or penalties imposed.

In the above situations, the student may be temporarily barred from the campus and clinical premises until due process is completed.

1.16.2 Academic Dishonesty/Academic Misconduct

Academic dishonesty is a clear violation of academic integrity and implies conscious deception on the part of the student performing the dishonest act. Academic misconduct is the deliberate violation of College policies and procedures by students.

Examples:

- a. Unauthorized possession of an examination either by stealing, buying, selling, or giving away all or part of the exam, including reconstruction and/or distribution of exam.
- b. Falsification of information given on College documents and/or records.
- c. Changing, altering, or being an accessory to the act of altering a test paper grade, a grade in a grade book, other work for which a grade is given, or other College official academic records which relate to grades.
- d. Conduct that is inappropriate both in the clinical laboratory setting and classroom such as abusive language, threats, assault and battery, and disruptive talking.
- e. Chemical impairment in the College or clinical laboratory setting.

1.16.2.1 Cheating

Cheating is the fraudulent premeditated or unpremeditated act of deception on the part of a student that misrepresents his or her mastery of information on an academic exercise.

Examples:

- a. Copying from another student's exam paper or allowing another student to copy from their exam paper.
- b. Using notes, course textbook, or other materials not authorized for use during an exam.
- c. Participation in cheating or lying in reference to clinical laboratory settings, classroom assignments, or computer assignments, i.e. copying assignments, etc.
- d. Giving or receiving information without authority from or to any other person during an exam.

1.16.2.2 Fabrication

Fabrication is the intentional use of false or invented information, data, or research with the intent to deceive.

Examples:

- a. Submitting as your own any academic exercise that was prepared in full or **partially** by another person. (e.g. written nursing care plans, case studies, computer assignments, or other written work).
- b. Citing information in a formal paper not taken from the reference indicated.
- c. Listing references not utilized to research or complete the academic exercise.
- d. Permitting another student to substitute for oneself to take a test or doing so for another student.

1.16.2.3 Plagiarism

Plagiarism is submitting work that is not entirely your own for credit. All course work (such as essays and reports) that students submit for credit must be entirely their own work. Students must avoid plagiarism by fully and properly documenting any use of outside sources.

Some examples of plagiarism (not a comprehensive list):

- a. Purchasing, downloading, or otherwise acquiring a paper or other course work completed by another person.
- b. Allowing another person to contribute significantly to completing a graded assignment. Examples of such contributions include (but are not limited to) having someone else write all or part of an assignment, having someone else conduct research for an assignment, and having someone else revise (make substantial changes to) an assignment. For assignments in which spelling, grammatical correctness, and mechanical correctness are stipulated factors in the grade, having another person edit or correct the assignment is a form of academic dishonesty also covered by this policy.
- c. Using another writer's exact words without quotation marks and appropriate

documentation.

- d. Paraphrasing another writer without proper acknowledgment and documentation.
- e. Summarizing another writer without proper acknowledgment and documentation.

1.17 Disciplinary Procedures and Misconduct

- a. This process is designed to provide the 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 student before a decision is made about the violation.
- b. 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 Executive Vice President for Academic and Student Affairs or other person designated by the President.
- c. **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.**
- d. The Disciplinary Officer will provide the 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 student must respond in writing to the alleged violation and whether the 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 student agrees that a violation occurred, the following actions are taken:

- 1. The Disciplinary Officer determines the appropriate response or disciplinary sanction.
 - 2. The Disciplinary Officer notifies the student of the response. The preferred method of notification is a meeting scheduled with the student by the Disciplinary Officer to receive disciplinary sanctions, guidance, or counseling. If a meeting is not possible, the student will be notified of the response by return receipt mail at the student's home of record. All disciplinary action is subject to the approval of the President of the College.
 - 3. The matter will be referred to Faculty-Student Hearing Committee. The Disciplinary Officer will inform the student of the option chosen and the process and procedure to be followed.
- e. If the student indicates that a regulation has not been violated, the Disciplinary Officer will refer the incident to a Faculty-Student Committee for a hearing.
 - f. The Disciplinary Officer will inform the student of the process and procedure to be followed.

The student will retain all College rights until the process and appeal are completed unless the Disciplinary Officer determines that the 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 student response. The Disciplinary Officer in charge will notify the student of the date, time, and location of his or her hearing.

1.17.1 Due Process, Misconduct

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

- a. **Notice:** The student shall be informed in writing of the violation and inappropriate behavior in which the student is suspected of involvement.
- b. **Procedure:** The student shall be informed in writing of the hearing process.
- c. **Hearing:** The student shall have the opportunity to be heard in person before a decision is made.
- d. **Evidence:** Upon request, the student shall be provided with copies of any documentation regarding the alleged violation and the names of any witnesses expected to testify against the student. The student will be allowed to present evidence in his or her own behalf.
- e. **Witness:** The student may present any witnesses desired as long as testimony is relevant.
- f. **Advisors:** Attorneys or any other spokesperson are not allowed to represent individuals at the proceedings; however, the student may request a College faculty member or student to attend the hearing in an advisory role.
- g. **Written Decision:** The student is given a written description of the proceedings and may appeal the decision.

1.17.2 Procedure for Appointment of a Faculty-Student Hearing Committee:

The procedure for appointment of a Faculty-Student Hearing Committee is as follows:

- a. The Disciplinary Officer will appoint three faculty members and one student who are not involved in the allegations.
- b. 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.
- c. The Committee will inform the Disciplinary Officer if legal counsel is desired or required.

1.17.3 The Hearing Process

The Chairperson shall conduct the hearing process with all Committee members. The 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:

- a. The Chairperson shall read the written information pertaining to the alleged violation and any other documentation that may have been submitted.
- b. The Chairperson shall inform the student of his or her rights.
- c. Only those individuals who have knowledge relevant to the alleged violation shall be called to serve as witnesses and testify at the hearing.
- d. The members of the Committee shall conduct the hearing and shall ask all questions.
- e. The members of the Committee may inquire of the student and any other party present any additional information pertinent to the alleged violation.
- f. The members of the Committee reserve the right to call or question any person.
- g. The Chairperson has the discretion to exclude duplicative evidence or testimony and otherwise control the proceedings.
- h. The Committee shall weigh the evidence presented during the hearing; however, formal rules of evidence shall not apply to the hearing.
- i. The hearing and all information obtained by the Hearing Committee shall be strictly confidential.
- j. 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 student in writing of the decision.

The 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 student and to the chairperson after receiving the student's written appeal. The decision of the President shall be final.

1.17.4 Sanctions for Violation of Regulations

Failure by a student to adhere to the Regulations Governing Student Behavior will subject the student to one or a combination of more than one of the following sanctions:

- a. **Reprimand:** Official warning in writing that continuation or repetition of violation or inappropriate behavior may result in a more severe sanction.
- b. **Loss of Privilege:** Students may be sanctioned and prohibited from the use of certain College facilities, i.e. Skills Laboratory, Center for Information and Learning, etc.

- c. **Restitution:** Student's misconduct may require reimbursement or other compensation for damage or loss of property.
- d. **Probation:** Student may receive a formal written warning that the conduct is in violation of College policies and the student's standing as a student is in jeopardy. The formal written warning may allow the student to redeem undesirable conduct over a specified period of time.
- e. **Suspension:** Student status may be terminated at the College for no less than the remainder of the semester.
- f. **Dismissal:** Student status may be terminated at the College permanently or for an indefinite period of time.

The above sanctions do not preclude other disciplinary actions that may be deemed warranted by the College.

1.18 Academic Status

Academic status at Our Lady of the Lake College is defined as Progression or Non-Progression.

- a. Progression status designates an enrollment status whereby the student is eligible to continue enrollment within a course or program of study. Progression in an individual program is defined by that program and listed under the program heading in the Catalog. Included in this category are Good Standing and Academic Probation.
- b. Non-Progression status designates an enrollment status whereby the student is not eligible to continue enrollment within a course or program of study. Included in this category are Academic Suspension, Academic Dismissal, and Non-Academic Dismissal.

The College policies regarding Academic Status are as follows:

1.18.1 Progression Status

- a. **In Good Standing:** To be considered in good academic standing, a student must have a minimum Our Lady of the Lake College cumulative grade point average (GPA) of 2.0.
- b. **Academic Probation:** Academic Probation provides a warning for a student whose academic work is unsatisfactory. For the first semester that a student is on academic probation, he/she can register for a maximum of *nine* credit hours in the Fall or Spring Semesters and *four* credit hours in the Summer. If after the first semester on probation, the student achieves an OLOLC semester GPA of 2.0 or greater, then the student can register for greater than nine credit hours in the Fall or Spring semesters and greater than four credit hours in the Summer semester upon recommendation of the academic advisor. Any student on academic probation must see an advisor each semester that he/she is on probation. Academic probation status will be posted on the student's academic record.

A student is placed on academic probation under the following situations:

1. When his/her overall OLOLC college GPA is below 2.0

2. When he/she is admitted on probation from another institution
3. When he/she is a re-entering student whose last academic status was probation.
4. When he/she is re-entering student after academic suspension

To remain eligible to enroll in courses while on academic probation, the student must achieve a 2.0 semester GPA at Our Lady of the Lake College.

To be removed from academic probation, the student must achieve a 2.0 cumulative GPA at Our Lady of the Lake College. Failure to achieve a 2.0 or greater semester GPA results in suspension.

1.18.2 Non-Progression Status

- a. **Academic Suspension:** Academic suspension designates a time period whereby the student is not eligible to enroll in courses due to his/her unsatisfactory academic work. A student on academic suspension status may not register for courses at Our Lady of the Lake College for the following regular (Fall or Spring) semester as well as the intervening Summer term. Any course work taken at another institution while a student is under academic suspension status will not be accepted for transfer credit and will not be used to fulfill degree requirement or to change or modify the GPA. Academic suspension status will be posted on the student's academic record. An application for readmission is required. If readmission is approved by the Admissions Committee, the student will be placed on academic probation status. A student is placed on academic suspension status when the student on probation does not achieve an Our Lady of the Lake College Semester GPA of 2.0 or greater.
- b. **Academic Dismissal from the College:** Academic dismissal from the College designates a status whereby the student is ineligible to continue enrollment in the College. Academic dismissal will be posted on the student's academic record. A student will be dismissed from the College if the student who was suspended is allowed to re-enter, and does not achieve a 2.0 semester GPA for the return semester.
- c. **Dismissal for Non-Academic Reasons:** Students who commit any of the following acts may be dismissed from the College according to the procedure for disciplinary dismissal:
 1. Academic dishonesty
 2. Plagiarism
 3. Falsification of information given on official school documents
 4. Falsification of records regarding patient care
 5. Unauthorized possession of an examination
 6. Illegal possession, use, sale or distribution of drug
 7. Illegal possession of weapons

8. Theft
9. Commitment of any act which would result in ineligibility for licensure or certification
10. Participation in cheating or lying in reference to clinical or classroom assignments
11. Chemical impairment in the school/clinical setting
12. Conduct which is inappropriate for either clinical or classroom (e.g., abusive language, threats, assault and battery, disruptive talking)

1.18.3 Harassment of fellow students

- a. This list is not meant to be all-inclusive, but serves to identify examples of behaviors that warrant disciplinary dismissal. See Student Handbook for Due Process for Misconduct.

1.18.4 Honors

- a. **Deans List** The Dean's List is published each semester. To be eligible for this list, the full-time student must have attained a grade point average of 3.5 or better during the semester in question. Students attending on a part-time basis are recognized on the Dean's List for part-time students when they have earned twelve semester hours of credit and attained a grade point average of 3.5 or better at Our Lady of the Lake College.
- b. **President's List** The President's List is published each semester. To be eligible for this list, the full-time student must have attained a grade point average of 4.0 during the semester in question. Students attending on a part-time basis are recognized on the President's List for part-time students when they have earned twelve semester hours of credit and attained a grade point average of 4.0 at Our Lady of the Lake College.
- c. **Graduation Honors** Associate degree students graduating with an overall grade point average of 3.5 or higher are recognized as Honor Graduates. Students graduating with a grade point average of 3.75 or higher are recognized as graduating with Highest Honors. Baccalaureate degree students graduating with an overall grade point average of 3.5 or higher are recognized as cum laude graduates, 3.75 or higher magna cum laude and 3.90 or higher summa cum laude.
- d. **Honors Recognition Program** is housed under Student Support Services. This program annually recognizes students who have excelled in their overall grade point average, including but not limited to, the following: Dean's List, President's List, Who's Who Among Colleges and Universities, United States Achievement Academy Collegiate All-American Scholars, United States Academy Collegiate Student Government Awards, Academic Achievement Awards, and United States Achievement Academy Minority Scholars.

1.18.5 Appeals of Policies and Procedures

Policies and procedures are set by institutions of higher education to ensure fair and consistent treatment is afforded to all individuals and that similar situations are handled in an equitable manner. Institutions recognize, however, that rigorous and unremitting application of a policy or procedure can in and of itself be unfair when doing so overlooks the uniqueness of individual situations. Accordingly, a policy or procedure may be appealed when an individual believes its application creates an injustice, is contrary to common sense, or overlooks a truly exceptional situation. Appeals should be in writing and addressed to the Vice President overseeing the particular policy or procedure being appealed. Appeals must clearly indicate what policy or procedure is being appealed as well as the basis for the appeal.

Section II Student Support Services

2.1 Purpose Statement

Student Services, in collaboration with other Administrative and Support Services, is committed to providing a holistic approach to personal, academic and career counseling. Students served by this office are respected and treated in concert with the ideals and values of the Franciscan Missionaries of Our Lady. Student Services is dedicated to promoting the self-advocacy of students and is committed to working with the college administration in the development and revision of policies and procedures relevant to student life. Student Services is comprised of the following student-centered areas: Counseling Services, Student Development, and Student Disabilities.

Counseling Services in concert with faculty, administration and staff accepts each student as an individual of worth possessing dignity, free will and the potential for personal and professional growth. The mission of the counseling staff is to provide quality academic, career and personal counseling and disability services.

Student Development provides programming for students. This office also assists students in adapting, socializing and establishing a sense of belonging within the academic community. In concert with the academic classes, student religious insight and understanding is essential in meeting the spiritual and psychological needs of students of all faiths. Student Development includes the following programs: First Year Experience Program (New Student Orientation, Transfer Student Orientation, and Academic Seminar Course), Student Government, Student Organizations, Student Ambassadors, Campus Ministry, Leadership Programs, Job Fair, Service-Learning, Peer Tutoring, Mentoring, and Civic Engagement.

2.2 Our Lady of the Lake College St. Francis Fund

To provide emergency grants to 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.

2.2.1 Fund revenues:

The St. Francis Fund includes revenues generated by a permanent twenty-five cents per credit hour 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.

2.2.2 Procedures for Administration of the Fund:

Student completes a **“Request for Emergency Relief Funds Form”** available from the office of the Student Services. The completed form and supporting documentation (requested on the form) are submitted to the Dean, Student Services. (Contact 225-768-1713 for more information).

As soon as possible after receipt of the request, the Dean of Student Services reviews the application and supporting documentation as well as the student's account in the Business Office, the amount of Financial Aid awarded, and academic status. To be eligible to receive St. Francis Funds, the student must have earned no D's or F's in the prior academic year; and must have had at least a 2.0 OLOLC GPA. A recommendation from the student's Program Director or Dean may be requested.

Revised July 31, 2006

The Dean of Student Services meets with the student as soon as possible after the form is submitted to review the student's situation and request for funds.

- a. The Dean of Student 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 President determines the amount of Emergency Relief Funds to be awarded and the method of disbursement. The request form is completed by the Dean of Student Services and forwarded to the President with the appropriate attachments for signature. Every effort is made to expedite the process.
- b. 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.
- c. A Bursar's Office representative picks up the check from Accounting and notifies the student of receipt.
- d. The student picks up the check from the Bursar's Office or requests that the check is mailed to the student.

2.3 Student Services

Student Services, in collaboration with other administrative and support services, is committed to providing a holistic approach to personal, academic, and career counseling for students. This is accomplished through an effort to ensure their full participation in all student development activities, programs, and services of the College on the Baton Rouge campus as well as on all satellite campuses of the College.

In accordance with the mission established by the Franciscan Missionaries of Our Lady, the students served by this office are respected and treated in concert with the ideals and values of the Franciscan Missionaries of Our Lady. Student Services is dedicated to promoting the self-advocacy of students and is committed to working with the College administration in the development and revision of policies and procedures relevant to student life at Our Lady of the Lake College.

2.3.1 Student Services will

- a. Encourage student success by modeling the core values of the Franciscan Mission of Our Lady and the spirit of *Ex Corde Ecclesiae*.
- b. Foster and support students to develop their awareness and decision-making skills in the areas of career and employment practices.
- c. Promote and maintain a life-long learning environment by offering programs that foster personal and professional development.
- d. Create a supportive environment to help students with academic, personal, financial or educational barriers prohibiting them from succeeding.
- e. Challenge students to reach their potential through professional and academic programming.
- f. Use a holistic approach to deliver counseling services and develop programs to meet the intellectual, physical, cultural, spiritual, and psychological needs of students.
- g. Support enrollment services in a student-centered approach to deliver services that enhance opportunities for students to pursue their educational goals.
- h. Support an atmosphere in which effective teaching and learning facilitate life-long learning.
- i. Encourage staff to further develop their professional and career interests through a variety of continuing opportunities.
- j. Encourage the College to strive for excellence in delivery of student services.
- k. Evaluate the effectiveness of the administrative and student information system in supporting the operations of Student Services.
- l. Evaluate and measure appropriate outcomes to ensure that the Student Services program achieves its stated goals.

- m. Student Services is comprised of the following student-centered areas: Counseling Services and Student Development.

2.3.2 Counseling Program

Counseling Services--in concert with faculty, administration, and staff—accepts each student as an individual of worth, possessing dignity, free will, and the potential for personal and professional growth. The mission of the counseling staff is to provide quality academic, career, and personal counseling as well as disability services.

2.3.3 Personal, Academic and Career Counseling and Disability Services will:

- a. Create a campus atmosphere for students to accept self and others as individuals of worth.
- b. Facilitate and demonstrate learning strategies for mature decision-making processes that will foster student self-efficacy and self-direction.
- c. Refer OLOLC students to other educational, personal, and career resources to enable life-long learning and occupational success.
- d. Help resolve personal issues that affect success and/or progress in student-selected program of study.
- e. Develop and implement programs appropriate to students' academic/career goals.
- f. Provide compassionate acknowledgement of the student as a whole person with both student and family roles.
- g. Foster relationships with the entire OLOLC administration, faculty and staff.
- h. Teach students about learning and teaching styles to enhance their academic and professional goals.
- i. Seek information on conferences, audio/video conferences, publications, distance education and Internet sites to foster continuing education.
- j. Monitor Counseling and Disability Services to ensure that programs offered are programs that will support the needs of the student.
- k. Develop and implement a plan to monitor the College's operational systems to determine the efficiency of the needs of Counseling and Disability Services.
- l. Continue to assess the program's goals to determine whether changes need to be made to continue successful results.
- m. Evaluate and assess student's documents for necessary accommodation and facilitate the implementation of needs.

- n. Create a supportive environment for students with disabilities by addressing administration, faculty, staff and students regarding the abilities and needs of persons with disabilities.
- o. Stay abreast of the disability laws as they pertain to students in higher education.

2.3.4 Personal, Career, and Academic Counseling

- a. Students are encouraged to seek counseling through the Counseling Services Office. Services offered by this office include personal, academic, and career counseling; crisis intervention; and career assessment. Appointments can be arranged by contacting the Counseling Services Office at 768-1713. The Counseling Services Office is located at 5414 Brittany Drive. All services are free to students. Our Lady of the Lake Regional Medical Center offers a 24-hour crisis-oriented evaluation service (COPE), also free to students. The COPE service may be reached at 765-8900. Students can be referred to EAP Counselors once initial documentation is completed.
- b. The Career Center offers career interest inventories, career decision making, interviewing skills, workshops, information sessions, resume writing, job search, and job placement. It offers help to those who are not accepted into a clinical program find another clinical program that would meet the needs of the individual. The Career Center also works to provide job fairs each semester to help students research future employment opportunities. The Career Counselor may be reached at 768-0813.
- c. The Academic Counseling Center offers a variety of programs and services designed to assist students in achieving their educational goals. The Center offers workshops and information sessions that promote the development of skills to enhance academic success, such as skills in reading, note taking, test taking, as well as individual and group study. The Center also provides assessment and intervention strategies for those students who require reading remediation. The Academic Counseling Center also maintains the Tutor Lab, which offers individual and group tutoring sessions in most core curriculum courses. Academic Counselors may be contacted at 768-1724 and are located at 5414 Brittany Drive.

2.3.4.1 Student Services, Student Counseling Records

Student counseling records are subject to security, confidentiality and integrity, as are all student records. Counseling records are kept in locked file cabinets in the Office of Student Services. No electronic records of counseling services or counseling sessions are kept in the electronic student information system. Records are kept for a period of two years following enrollment. Records that are stored longer than two years are destroyed.

2.4 Disability Services

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.

ADA Definition of *Disability*

The Americans with Disabilities Act (ADA) has a three-part definition of *disability*. Under ADA, an individual with a disability is a person who: (1) has a physical or mental impairment that

substantially limits one or more major life activities; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

Reasonable accommodations will be made for qualified students with disabilities unless they impose an undue hardship on the College. Accommodation(s) requests can be made by contacting the Office of Student Services at (225) 490-1620 and scheduling an appointment with the Student Development Specialist. Student Services is located at 5414 Brittany Drive, Baton Rouge, LA 70808.

2.4.1 Physical and Systemic (Medical) Disabilities

Physical and systemic (medical) disabilities include a wide variety of disabilities and have definitive physical causes and significantly impact the physical functioning of the student with the disability, resulting in a substantial limitation of one or more major life activities. Students with *temporary conditions* (i.e., a broken arm, a broken leg, etc.) may also be eligible for services. Services are designed to facilitate access, to promote self-advocacy, and to afford students with physical and systemic disabilities the opportunity to achieve success at OLOL College.

Documentation Guidelines

Students with physical or systemic disabilities and temporary conditions **must provide** documentation that meets the following criteria:

The documentation must be **comprehensive and current** (within three (3) years prior to the students request for accommodation(s).)

- a. Professionals conducting assessments, rendering diagnoses of specific disabilities, and making recommendations for appropriate accommodation(s) must be qualified to do so (e.g., physician).
- b. The documentation **must** identify an unequivocal diagnosis of a specific disability.
- c. The documentation **must** discuss functional limitations caused by the disability in an academic environment or the environment in which the student is requesting accommodation(s).
- d. The documentation should **recommend accommodation(s)** to compensate for the identified functional limitations.
- e. The documentation should list current medication, dosages, and existing (not possible) side effects.
- f. In order to obtain the appropriate documentation, the Student Development Specialist has developed forms that must be completed by a qualified professional.

2.4.2 Deaf and Hard of Hearing

An individual with a hearing loss frequently communicates using a combination of strategies that rely on residual auditory ability that may be enhanced by a hearing aid or an assistive listening device.

Persons who are deaf may have different communication preferences and rely on residual hearing, lip-reading, captioning, or perhaps an English-based or American Sign Language. For specific

information regarding the above, see the Student Development Specialist.

Documentation Guidelines

- a. Documentation of a hearing loss is the basis for providing accommodations.
- b. The documentation for a hearing loss is typically an audiological evaluation. An audiogram **must** be included in the documentation. An audiological evaluation will indicate the presence of a hearing loss and its scope.

2.4.3 Psychological Disabilities

A psychological disability is a mental impairment that results in a limitation of one or more major life activities. Students with psychological disabilities often struggle with medication issues, anxiety, and other symptoms associated with their diagnosis. Services are designed to facilitate access, to promote self-advocacy, and to afford students with psychological disabilities the opportunity to achieve success at OLOL College.

Documentation Guidelines

- a. The documentation must be comprehensive and must discuss current problems associated with the diagnosis. The documentation of psychological disabilities provided to the Student Development Specialist must be within **one (1) year** prior to the student's request for accommodation(s).
- b. Mental Health Professionals conducting assessments, rendering diagnoses of specific psychological disabilities, and making recommendations for appropriate accommodation(s) must be licensed by the state in which they practice (i.e., psychiatrist, psychologist, social worker, medical doctor, privileged licensed professional counselors).
- c. The documentation **must** identify a diagnosis of a psychological disorder according to the Diagnostic and Statistical Manual of Mental Disorders: Fourth Edition, (DSM-TR).
- d. The documentation **must discuss** functional limitations caused by the disability in an academic environment in which the student is requesting accommodation(s).
- e. The documentation should recommend accommodation(s) to compensate for the identified functional limitations.
- f. If the disability is managed by medication, the documentation should list current medication, dosages, and existing side effects.
- g. In order to obtain the appropriate documentation, the Student Development Specialist has developed forms that must be completed by a qualified professional.

2.4.4 Learning Disability (LD)

A learning disability may make it difficult for a person to receive information from his/her senses, process the information, and communicate what he/she knows. A LD frequently causes difficulty in reading, writing, and/or mathematics. Services are designed to facilitate access, to promote self-advocacy, and to afford students with learning disabilities the opportunity to achieve success at OLOL College.

Documentation Guidelines

Documentation must be appropriate to verify eligibility and to support requests for reasonable accommodation(s). Testing **must** be comprehensive. Minimally, domains to be addressed must include:

Aptitude: The Wechsler Adult Intelligence Scale - III with all subtest scores is the preferred instrument. A complete Woodcock-Johnson Psychoeducational Battery - Revised: Tests of Cognitive Ability; Stanford-Binet Intelligence Scale: Fourth Edition; or Kaufman Adolescent and Adult Intelligence Test are acceptable.

Achievement Current levels of functioning in **reading, mathematics** and **written language** are required. Acceptable instruments include the complete Woodcock-Johnson Psychoeducational Battery - Revised: Tests of Achievement; Wechsler Individual Achievement Test (WIAT); Stanford Test of Academic Skills (TASK); Scholastic Abilities Test for Adults (SATA); or specific achievement tests such as the Test of Written Language - 3 (TOWL-3), Woodcock Reading Mastery Tests - Revised, and the Stanford Diagnostic Mathematics Test. **The Wide Range Achievement Test-3 (WRAT-3) and the Mini-Battery of Achievement (MBA) are NOT comprehensive measures of achievement and therefore are not suitable.**

Information Processing Specific areas of information processing (e.g., short and long-term memory, sequential memory, or auditory and visual perception/processing speed) must be assessed as needed to document the LD or justify accommodation(s). Information from subtests on the WAIS-III, the Woodcock-Johnson Tests of Cognitive Ability, or the Detroit Tests of Learning Aptitude-Adult (DTLA-A), as well as other instruments relevant to the presenting learning problem(s), may be used to address these areas.

Note: This is not intended to be an exhaustive list or to restrict assessment in other pertinent and helpful areas such as vocational interests and aptitudes.

- a. Testing must be **current**. In most cases, this means testing that has been conducted **within the past three (3) years**. An evaluation performed during or after age 18 must be no more than five (5) years old. Because the provision of all reasonable accommodation(s) is based upon assessment of the current impact of the student's disabilities on his/her academic performance, it is in a student's best interest to provide recent and appropriate documentation.
- b. There **must be clear and specific** evidence and identification of a LD as defined in the DSM-TR. Individual "learning styles" and "learning differences" in and of themselves do **not** constitute a LD.
- c. **Actual test scores must be provided**. Standard scores are required. Percentiles and grade equivalents are **not** acceptable unless standard scores are also included.
- d. In addition to actual test scores, interpretation of results is required. Test protocol sheets or scores alone are **not** sufficient.
- e. Professionals conducting assessments and rendering diagnoses of LD must be qualified to do so. Trained, certified, and/or licensed school, clinical, and educational psychologists, neuropsychologists, and learning disability specialists are typically involved in the process of assessment. Experience in working with an adult population is essential.

- f. Tests used to document eligibility **must** be technically sound (i.e., statistically reliable and valid) and standardized for use with an adult population.
- g. Diagnostic reports **must** include the name, title, and professional credentials (e.g., licensed psychologist) of the evaluator(s) as well as the date(s) of testing. **All reports must be typed.** Handwritten scores or summary sheets are **not** acceptable.
- h. A written summary of or background information about the student's relevant educational, medical, and family histories that relate to the LD **must be included.**

Any recommendation for an accommodation should be based on objective evidence of a substantial limitation to learning supported by specific test results or clinical observations. Reports should establish the rationale for any accommodation that is recommended, using test data to document the need. Individual Education Programs (IEPs) are useful, but they are not sufficient documentation to establish the rationale for accommodations.

When to Contact the Student Development Specialist

- a. To register for services.
- b. To request additional accommodation(s).
- c. When unable to work out approved accommodations with faculty.
- d. When accommodations do not seem to be helping.
- e. When there is a problem. Be honest with staff and faculty. We cannot be of assistance if we do not know a problem exists.

2.4.5 Faculty Notification Process

Faculty Notification Process For Students with Disabilities Receiving Accommodations

Students are referred (self, faculty, agency) to the Office of Students Services

Students must self-identify through the Office of Student Services

Intake meeting is scheduled between Disability Services Coordinator and Student

Appropriate In-take documentation is completed; Information release form is signed

Documentation of disability is provided by the student

Documentation is reviewed by Student Development Specialist and/or Health and Safety Coordinator (depending on request)

Accommodation Letter is completed and delivered by student to instructor within one (1) week of student self-identifying with the Office of Student Services

Faculty initials two (2) copies of the Accommodations Letters from the student. One to be kept by the instructor, the other is returned by the student to Student Services

Agree

Leave a copy with instructor and return a copy to Student Services

It is the student's responsibility to introduce himself/herself to instructor's the first week of classes following approval of accommodations

Disagree

Contact the Student Development Specialist, Student Services

Student Development Specialist will contact the Department Dean

Student is notified of decision

If no resolution with the Department Dean is made, the Executive VP of Academic & Student Affairs will be notified

Revised 7/05; Revised 10/07KG; 7/08KG

2.4.6 Requesting Accommodations Assessment

Our Lady of the Lake College
Student Services
Requesting Accommodations Assessment

Name (Please Print) Social Security Number

Street Address City State Zip Code

Area Code Telephone Number

Please indicate and/or describe any special assistance or accommodations you may need due to a documented disability.

Our Lady of the Lake College operates in compliance with Title VI of the Civil Rights Act of 1964, Title IX, of the 1962 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. The College does not discriminate on the bases of age, sex, handicap, creed, race, color, marital status or national origin. The College is also in compliance with the Family Rights and Privacy Act of 1974 (P.L. 93-380) as amended by the P.L. 95-568.

I give my permission to release the information in confidence to this College office.

Student Signature

Date

Karen Goodridge, M.Ed.
Student Development Specialist
Our Lady of the Lake College
5414 Brittany Drive
Baton Rouge, LA 70808
Ph. (225) 490-1620
Fax 225-490-1613

Revised 10/07KG

2.4.7 Attention Deficit/Hyperactivity Disorder (AD/HD)

**Our Lady of the Lake College
Office of Student Services
Attention Deficit/Hyperactivity Disorder (AD/HD)
Documentation Request Form**

This form must contain **all** of the requested information and be typed or printed in order for student's to apply for accommodations through the Office of Student Services.

Student's Name: _____

Address: _____

City and State _____

Phone Number: _____

Date of Birth: _____

Social Security Number: _____

This student is requesting accommodations from Our Lady of the Lake College, Office of Student Services, due to AD/HD. Current and comprehensive documentation of the disability from a **Qualified Professional** is required. A qualified professional includes the following types of licensed psychologists: clinical, educational, school, and neuropsychologist and other relevantly trained medical doctors.

In order to be considered current, an evaluation must be performed within 3 years prior to the student's request for accommodation(s).

1. Diagnosis (as diagnosed by the DSM-IV-TR): _____

2. Level of Severity (Circle one):

Mild

Moderate

Severe

3. Date of Diagnosis: _____

Date of Last Contact with Student: _____

Current Medications: _____

4. Please rank the following symptoms between 1 and 4, with 1 being least severe and 4 being most severe.

_____ Often fails to give close attention to details or makes careless mistakes in schoolwork, work, or other activities.

_____ Often has difficulty sustaining attention in tasks or activities.

_____ Often does not seem to listen when spoken to directly.

- _____ Often does not follow through on instructions and fails to finish schoolwork, chores, or duties in the workplace (not due to oppositional behavior or failure to understand instructions).
- _____ Often has difficulty organizing tasks and activities.
- _____ Often avoids, dislikes, or is reluctant to engage in tasks that require sustained mental effort (such as schoolwork or homework).
- _____ Often loses things necessary for tasks or activities (e.g., school assignments, pencils, books, or tools).
- _____ Is often easily distracted by extraneous stimuli.
- _____ Is often forgetful in daily activities.
- _____ Often fidgets with hands or feet or squirms in seat.
- _____ Often leaves seat in classroom or in other situations in which remaining seated is expected.
- _____ Often runs about or climbs excessively in situations in which it is often inappropriate (in adolescents or adults, may be limited to subjective feelings of restlessness).
- _____ Often has difficulty playing or engaging in leisure activities quietly.
- _____ Is often "on the go" or often acts as if "driven by a motor."
- _____ Often talks excessively.
- _____ Often blurts out answers before questions have been completed.
- _____ Often has difficulty awaiting turn.
- _____ often interrupts or intrudes on others (e.g., butts into conversations)
- _____ Other: _____

5. Provide a summary of the student's educational, medical, and family history that may relate to AD/HD (must demonstrate that difficulties are not the result of sensory impairment, serious emotional disturbance, cultural differences, or insufficient instruction):

6. Describe the student's functional limitations in an educational setting:

7. Describe the symptoms which meet the criteria for the DSM-IV-TR diagnosis with the appropriate date of onset:

-
8. Please indicate the **Recommendations** you have, regarding reasonable academic accommodations or services to equalize the student's educational opportunities at OLOL College.

Please check all that apply:

- Extended time on exams (1.5 X)
- Exam-distraction-reduced environment
- Alternative test format
- Non-scantron testing
- Instructor's notes, outlines or Power Point Presentation
- Preferential Seating
- Tape recorders
- Calculator- alternative environment during test may be necessary
- Spell-checker or consideration for spelling, thesaurus
- Other _____

Qualified Professional's Signature: _____

Printed Name & Title: _____

Daytime Telephone Number: _____

Address: _____

Date: _____

Note: Our policy regarding documentation prohibits the dissemination of documentation to you or anyone requesting it once it is received. Therefore, once this form is submitted, we will be unable to disseminate copies to anyone. ALL DOCUMENTATION IS CONFIDENTIAL!

RETURN THIS FORM TO:

ATTEN: Student Development Specialist

Student Services

Our Lady of the Lake College
7434 Perkins Road
Baton Rouge, LA 70808
225-490-1620
Fax 225-490-1613

2.4.8 Learning Disability

Our Lady of the Lake College Office of Student Services Learning Disability Documentation Request Form

This form must contain **all** of the requested information and be typed or printed in order for student's to apply for accommodations through the Office of Student Services.

Student's Name: _____

Address: _____

City and State _____

Phone Number: _____

Date of Birth: _____

Social Security Number: _____

This student is requesting accommodations from Our Lady of the Lake College, Office of Student Services, due to a learning disability. Current and comprehensive documentation of the disability from a **Qualified Professional** is required. A qualified professional includes the following types of licensed psychologists: clinical, educational, school, and neuropsychologist and other relevantly trained medical doctors.

In order to be considered current, an evaluation performed before age 18 must have been performed within three (3) years prior to the student's request for accommodation(s). An evaluation performed during or after age 18 must be no more than five (5) years old.

The documentation provided must include information that diagnoses a learning disability, describes the functional limitations in an educational setting, includes appropriate testing as outlined in # six (6) and all standardized scores, indicating the severity and longevity of the learning disability.

1. Diagnosis (as diagnosed by the DSM-IV): _____
2. Level of Severity (Circle one): Mild Moderate Severe
3. Date of Diagnosis: _____
4. Date of Last Contact with Student: _____
5. Current Medications: _____

6. One of each of the following should be included in the documentation (Also, attach a copy of the Diagnostic Report.)

_____ **Diagnostic Interview** (including history)

Aptitude-Must include one of the following tests.

- _____ Wechsler Adult Intelligence Scale-III (WAIS III)
_____ Woodcock-Johnson Psychoeducational Battery (WJ-III): Test of Cognitive Ability
_____ Kaufman Adolescent and Adult Intelligence Test (KAIT)
_____ Stanford-Binet Intelligence Scale (4th ed.)

Achievement-Must include one of the following tests.

- _____ Scholastic Abilities Test for Adults
_____ Stanford Test of Academic Skills
_____ Woodcock-Johnson Psychoeducational Battery-Revised: Test of Achievement
_____ Wechsler Individual Achievement Test
_____ Information Processing (if applicable)

7. Provide a summary of the student's educational, medical, and family history that may relate to learning disability (must demonstrate that difficulties are not the result of sensory impairment, serious emotional disturbance, cultural differences, or insufficient instruction):

8. Describe the symptoms which meet the criteria for the DSM-IV diagnosis with the approximate date of onset:

9. Describe the student's functional limitations in an educational setting:

10. Please indicate the **Recommendations** you have regarding reasonable academic accommodations to equalize the student's educational opportunities at OLOL College.

Please check all that apply:

- _____ Extended time on exams (1.5 X)

- _____ Exam-distraction-reduced environment
- _____ Alternative test format
- _____ Non-scantron testing
- _____ Instructor's notes, outlines or Power Point Presentation
- _____ Preferential Seating
- _____ Tape recorders
- _____ Calculator- alternative environment during test may be necessary
- _____ Spell-checker or consideration for spelling, thesaurus
- _____ Other _____

Qualified Professional's Signature: _____

Printed Name & Title: _____

Daytime Telephone Number: _____

Address: _____

Date: _____

Note: Our policy regarding documentation prohibits the dissemination of documentation to you or anyone requesting it once it is received. Therefore, once this form is submitted, we will be unable to disseminate copies to anyone. ALL DOCUMENTATION IS CONFIDENTIAL!

RETURN THIS FORM TO:

ATTEN: Student Development Specialist

Student Services

Our Lady of the Lake College
 7434 Perkins Road
 Baton Rouge, LA 70808
 225-490-1620
 Fax 225-490-1613

2.4.9 Physical and Systemic (Medical) Disability

Our Lady of the Lake College Office of Student Services Physical and Systemic (Medical) Disability Documentation Request Form

This form must contain **all** of the requested information and be typed or printed in order for student's to apply for accommodations through the Office of Student Services.

Student's Name: _____

Address: _____

City and State _____

Phone Number: _____

Date of Birth: _____

Social Security Number: _____

This student is requesting academic accommodations from the Office of Student Services, due to a Physical Disability. Current and comprehensive documentation must be provided by a **Qualified Professional**. A qualified professional includes the medical doctor or other qualified healthcare professionals.

In order to be considered current, an evaluation must be performed within 3 years prior to the student's request for accommodation(s).

The documentation provided must include information that diagnoses a physical or systemic (medical) disability, describes the functional limitations in an educational setting, and indicates the severity and longevity of the disability, and must include a list of current medications along with any side-effects that may impact academic performance.

1. Diagnosis: _____
2. Please describe the symptoms of the physical disability: _____
3. Date of Diagnosis: _____ Date of Last Contact with Student: _____

NOTE: If the problems associated with the condition are temporary, how long will the problems last? _____

- a. Provide a summary of the student's educational, medical, and family history that relates to their physical or systemic disability (difficulties must be related to diagnosed disability and are not the result of other conditions, cultural differences or insufficient instruction):

4. List current medications along with any side-effects that may impact academic performance:

5. Describe the student's functional limitations in an educational setting:

6. Please indicate the **Recommendations** you have regarding reasonable academic accommodations or services to equalize the student's educational opportunities at OLOL College.

- Please check all that apply:**
- Extended time on exams (1.5 X)
 - Exam-distraction-reduced environment
 - Alternative test format
 - Non-scantron testing
 - Instructor's notes, outlines or Power Point Presentation
 - Preferential Seating
 - Tape recorders
 - Calculator- alternative environment during test may be necessary
 - Spell-checker or consideration for spelling, thesaurus
 - Other _____

Qualified Professional's Signature: _____

Printed Name & Title: _____

Daytime Telephone Number: _____

Address: _____

Date: _____

Note: Our policy regarding documentation prohibits the dissemination of documentation to you or anyone requesting it once it is received. Therefore, once this form is submitted, we will be unable to disseminate copies to anyone. ALL DOCUMENTATION IS CONFIDENTIAL!

RETURN THIS FORM TO:

ATTEN: Student Development Specialist

Student Services

Our Lady of the Lake College
7434 Perkins Road
Baton Rouge, LA 70808
225-490-1620
Fax 225-490-1613

2.4.10 Psychological Disability

Our Lady of the Lake College Office of Student Services Psychological Disability Documentation Request Form

This form must contain **all** of the requested information and be typed or printed in order for student's to apply for accommodations through the Office of Student Services.

Student's Name: _____

Address: _____

City and State _____

Phone Number: _____

Date of Birth: _____

Social Security Number: _____

This student is requesting academic accommodations from Our Lady of the Lake College, Student Services, due to a Physical Disability. Current and comprehensive documentation of the disability from a **Qualified Professional** is required. A qualified professional includes the following types of licensed psychologists: clinical, educational, school, and neuropsychologist and other relevantly trained medical doctors

In order to be considered current, an evaluation must be performed within 1 year prior to the student's request for accommodation(s).

The documentation provided must include information that diagnoses a psychological disability, describes the functional limitations in an educational setting, and indicates the severity and longevity of the disability and a list of current medications and list any side-effects that may impact academic performance.

1. Diagnosis (as diagnosed by the DSM-IV-TR): _____

2. Date of Diagnosis: _____ Date of Last Contact with Student: _____

3. Provide a summary of the student's educational, medical, and family history that relates to the psychological disability (must demonstrate that difficulties are directly related to diagnosed disability, and are not the result of other conditions, cultural differences or insufficient instruction):

4. Describe the student's functional limitations in an educational setting:

5. List **current medications** along with any **current side-effects** that may impact academic performance:

6. Please indicate the **Recommendations** you have, regarding reasonable academic accommodations or services to equalize the student's educational opportunities at OLOL College.

Please check all that apply:

- extended time on exams (1.5 X)
- exam-distraction-reduced environment
- alternative test format
- non-scantron testing
- instructor's notes, outlines or Power Point Presentation
- preferential Seating
- tape recorders
- calculator- alternative environment during test may be necessary
- spell-checker or consideration for spelling, thesaurus
- other _____

Qualified Professional's Signature: _____

Printed Name & Title: _____

Daytime Telephone Number: _____

Address: _____

Date: _____

Note: Our policy regarding documentation prohibits the dissemination of documentation to you or anyone requesting it once it is received. Therefore, once this form is submitted, we will be unable to disseminate copies to anyone. ALL DOCUMENTATION IS CONFIDENTIAL!

RETURN THIS FORM TO:

ATTEN: Student Development Specialist

Student Services

Our Lady of the Lake College

7434 Perkins Road

Baton Rouge, LA 70808

225-490-1620

Fax 225-490-1613

2.4.11 Student Information Release Consent Form

**Student Information Release Consent
Disability Services**

Submit completed form to: Our Lady of the Lake College
Office of Student Services
5414 Brittany Drive, Baton Rouge, LA 70808
Phone (225) 768-1774 fax (225) 490-1613

Name as it appears on OLOL College Record:

Last First Middle

Other name(s) your record may be under: _____

Social Security Number: _____

Date of Birth: _____

Address: _____

Phone number: _____ Alternate phone number: _____

Approved named to receive documentation from the Office of Disability Services:

Students signature

Date

Received by: _____ Date received: _____
--

2.5 Student Development Purpose Statement

The purpose of the programming is to provide students with information regarding policies, services, and goals of the institution. Another purpose is to assist students in adapting, socializing, and establishing a sense of belonging with the academic community. In concert with the academic classes, students' religious insight and understanding are essential in meeting the spiritual and psychological needs of students of all faiths.

2.5.1 Student Development Services will

- a. Maintain the principle of Christian values by monitoring programs to ensure that students value themselves and others.
- b. Ensure that programs developed allow students to grow as individuals and as a contributing member of the student body and community.
- c. Develop and/or find programs for students to obtain leadership skills to increase their professionalism.
- d. Monitor students' needs to ensure that barriers prohibiting their academic and/or career goals are not thwarted.
- e. Create a supportive environment for students to interact on a professional level with peers and other professionals in an interdisciplinary environment.
- f. Provide programs that offer stimulation to all aspects of life-long learning.
- g. Facilitate an awareness of the support services available to students.
- h. Develop and implement a leadership program that recognizes continual involvement in life-long learning.
- i. Monitor programs to determine whether students' professional and career needs are being met.
- j. Collaborate with administration, faculty, and staff as policies and procedures are developed to ensure that the system is meeting the needs of students.
- k. Monitor and adjust the stated goals as students' needs change.

2.5.2 Student Ambassadors

Description: Student Ambassadors serve as official college ambassadors at formal college functions. In 2006 the number of Student Ambassadors was set at 20, with each receiving a scholarship of \$300 per semester. Selection to Student Ambassador is one of the highest honors a student can receive at Our Lady of the Lake College. Membership in this prestigious group reflects dedication to serving the college, leadership, and academic excellence.

Qualifications:

1. Be currently enrolled as a full-time undergraduate or graduate student.
2. Currently have (and maintain throughout tenure) a minimum Overall GPA of 3.0

3. Completed 1 or more semesters at Our Lady of the Lake College.
4. Be in good academic and disciplinary standing with the College.
5. Available to serve as a Student Ambassador member for at least two regular semesters (at the undergraduate or graduate level). Students who are enrolled in a **clinical** program for a regular semester **cannot** serve as a Student Ambassador member during that semester.
6. Knowledgeable of college services and recourses.
7. Able to coordinate any work commitments and Student Ambassador Responsibilities.

Responsibilities: Members of Student Ambassadors serve as official hosts and ambassadors for a number of campus events such as Quarterly College Mass, lectures, job fairs, recruiting and banquets. Student Ambassador Responsibilities vary throughout the academic year. Student Ambassador Meetings are held monthly. Ambassadors are expected to work a total of 30 hours each semester. Verification of Ambassadors' presence will be required at each function.

2.6 First-Time College Student and Transfer Student Orientation Program

The purpose of the College Orientation Program is to provide entering students with information concerning the educational policies, services, and goals of the institution and to assist new students in adapting, socializing, and establishing a sense of belonging within their new academic community.

Student orientation is held at the beginning of each semester. All first-time College and transfer students are required to attend the New Student Orientation sessions during their first semester of enrollment at the College.

2.6.1 Goals

- a. To assist incoming students in defining their educational goals by developing an awareness of the educational opportunities available at OLOL College.
- b. To promote a sense of belonging to and inclusiveness in the campus community.
- c. To facilitate an awareness of the administrative and support services available to Our Lady of the Lake College students.
- d. To provide a venue for introduction to the policies and procedures that apply to enrolled students and for the distribution of student handbooks, parking tags, ID cards, etc.

2.6.2 Objectives

- a. Provide an opportunity for introduction of first-time and transfer students to the President of the College, faculty, administration, and staff who are dedicated and committed to students' success in the achievement of their academic, personal, and spiritual goals.
- b. To provide an opportunity for incoming students to meet and interact with other students in a social setting.

2.7 Organizations/Activities

In addition to the regular schedule of the academic curriculum, there is a program of co-curricular activities on the campus. Campus organizations are managed by students, under faculty and administration guidance, and offer ample opportunities for growth in character, citizenship, and leadership.

2.7.1 Student Government Association

The Student Government Association provides a form of representative self-government to all students enrolled in the College. Through this organization, rules and regulations are formulated and carried out, and plans for student activities are made and implemented. In order for the Student Government Association (SGA) to successfully meet the needs of the student body, students are encouraged and expected to attend meetings and participate in the activities of the SGA. The SGA of Our Lady of the Lake College is a program in which every student is provided the opportunity to participate. Email SGA@ololcollege.edu or 225-768-0800.

2.7.1.1 The American College of Healthcare Executives

The purpose of Our Lady of the Lake College Student Chapter of the American College of Healthcare Executives is to develop an association with local and regional healthcare executive groups to enhance academic and career opportunities. Additionally, it provides a means of involvement, recognition, and representation in the profession of healthcare administration.

2.7.1.2 Beta Epsilon Fraternity of Radiologic Technology Students

The purpose of Our Lady of the Lake College Chapter of Beta Epsilon Fraternity of Radiologic Technology Students is to encourage and assist students in personal growth and professional development in radiologic technology. Members of this organization contribute to group activities and participate in school and community events. The organization upholds the values and philosophy of the Franciscan Missionaries of Our Lady.

2.7.1.3 Beta Sigma Mu (Human Medicine)

The purpose of the Beta Sigma Mu (Human Medicine) is to promote interest in histology, microbiology, biochemistry, and other sciences related to the medical field. The organization will also sponsor informal lectures and workshops to assist students in developing strong social and academic skills related to human medicine.

2.7.1.4 Franciscan Student Fellowship

The purpose of the Franciscan Student Fellowship is to minister to the Our Lady of the Lake College community. The organization is founded on the Franciscan Missionaries of Our Lady philosophy, which seeks to extend the ministry of Jesus Christ through care, compassion, respect, and understanding for all people. The organization meets its goals by conducting ministerial activities, such as devotionals, Bible studies, support groups, and community service.

2.7.1.5 Clinical Laboratory Science Association

Clinical Laboratory Scientist Association is a student organization whose purpose is to broaden the career scope of the membership. The organization is founded on the philosophy that membership in student organizations enhances the work ethic and increases life-long learning. In keeping with the mission of Our Lady of the Lake College, the organization is committed to encouraging student members to strive to meet the needs of the community and of fellow students with compassion, understanding, respect, and dignity. Members are encouraged to

participate in professional and community activities and to disseminate information about the career of clinical laboratory science. Membership: Active MLT students in the professional program.

2.7.1.6 Professional Fraternity of Phi Theta Alpha

The purpose of the Professional Fraternity of Phi Theta Alpha is to enable its members to attain for themselves a complete education in physical medicine through involvement in school. Professional and community activities of Phi Theta Alpha strive to facilitate learning for Pre-Physical Therapist Assisting students by playing an active role in the undergraduate curriculum and to advocate the philosophy of the Franciscan Missionaries of Our Lady by incorporating those values and beliefs into the everyday lives of our members.

2.7.1.7 Practical Nurse Association

The Practical Nurse Association is a student organization whose purpose is to broaden the career scope of the membership. The organization is founded on the philosophy that membership in student organizations enhances the work ethic and increases life-long learning. In keeping with the mission of Our Lady of the Lake College, the organization is committed to encouraging student members to provide service to the community and to fellow students with reverence and love for all life, joyfulness of spirit, humility, and justice. Members are encouraged to participate in professional and community activities and to disseminate information about the career of practical nursing.

2.7.1.8 Student Association of Respiratory Therapists

The purpose of Our Lady of the Lake College Student Association of Respiratory Therapists is to encourage and assist students in personal growth and professional development in respiratory therapy. Members of this organization contribute to group activities and participate in school and community events. This organization upholds the values and philosophy of the Franciscan Missionaries of Our Lady.

2.7.1.9 Student Association of Surgical Technologists

The purpose of the Student Association of Surgical Technologists is to encourage and assist students in personal growth and professional development in surgical technology. Members of this organization contribute to group activities and participate in school and community events. The organization upholds the values and philosophy of the Franciscan Missionaries of Our Lady.

2.7.1.10 Student Nurses Association

All nursing students are encouraged to participate in local, state, and national activities of the nursing profession through membership in their professional organization, OLOL-Student Nurses Association. Membership in the local school chapter (OLOL-SNA) allows nursing students privileges of membership in the Louisiana Association of Student Nurses (LASN) and National Student Nurses Association (NSNA).

2.7.2 Establishing a New Student Organization/Club

Procedure: Students who desire to form a new College student organization/club must request approval from and submit the following documents to the Dean, Student Services:

- a. Official name of organization

- b. Purpose
- c. Requirements for membership

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

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

2.7.3 Supervisory Role over Student Activities

The Dean of Student Services monitors all authorized College student organizations and activities. Student Activities are assigned to faculty advisors as follows:

<u>Activity</u>	<u>Assigned to</u>
Student Government Association Activities	Student Government Association Faculty or Staff Advisors
Professional Organization Activities (ACHE, BSM, BEF-RT, PNA, PTA, SURT, SNA, CLSA, SART, FSF)	Faculty/Staff Advisors
Student Publications (by authorized student organizations)	Dean, Student Services and Student Development Specialist

*The faculty advisor, Student Government Association and the Dean of Student Services, must approve all activities that involve the spending of student activity fees.

2.7.3.1 On Campus:

Recognized College organizations must obtain clearance for on-campus sales from the Dean of Student Services office when scheduling their events on campus. In general, no off-campus merchants or organizations may set up displays or sell merchandise on campus. However, the President or Vice President of Academic Affairs may make exceptions.

2.7.4 Procedure for Requesting Payments from SGA Funds

Purpose: Student organizations with allotted budgets for SGA funds must use the procedure below to request reimbursements for SGA authorized expenses or direct payments to vendors.

- a. Complete a Payment Authorization Form, which is available from the organization’s advisor, SGA Office or Dean, Student Service or the Student Development Specialist.
- b. Have your organization’s faculty advisor sign the form.
- c. Attach a legible copy of the receipts and/or invoices with a description of the purchase.

- d. Please identify what these funds were used for, as they must relate to the budget.
- e. Advancement for purchases must be on company letterhead in order to request funds or a confirmation letter from the hotel for reservations (with the Tax ID number for the hotel).
- f. Requested funds will be matched to your budget request by the SGA Treasurer prior to turning the form into the Dean, Student Services. The student organization or advisor brings it to the SGA Office .The SGA Treasurer will sign the form and is responsible to get this form to the SGA Advisor for signature. Vouchers must be submitted to the SGA Treasurer no later than 12 noon the preceding Tuesday of the week the organization needs the funding. The form is to be turned into the Dean, Student Services for processing by 10:00AM by the SGA Treasurer on the Tuesday of the week the organization needs the funding.
- g. Payment vouchers will **NOT** be processed without the signatures of the following positions: Student Organization Advisor, SGA Treasurer, SGA Advisor and Dean, Student Services.
- h. Please keep a copy of the payment voucher and the Dean, Student Services will send you a copy with all signatures and date of when it was sent to the Accounting Office. Checks will be picked up at the Bursar's Office unless otherwise indicated.
- j. Make sure the check is to be cut to a person and their social security number is posted. Checks sent to a company must have that company's tax ID number.

*** The SGA Treasurer automatically submits start up funds of \$ 250 in the fall for each recognized organization that is in **GOOD STANDING**. There will be no start up funds for spring even if you are a new organization. The money will be automatically deposited into the appropriate cost center by the first of September.

Revised: 12/04/03 Dean, Student Services

Revised: 7/20/05 Dean, Student Services

Revised: 10/01/07 Dean, Student Services

2.8 Travel Policy

Purpose: To promote the health and safety of students by establishing travel guidelines in conjunction with enrollment at the Our Lady of the Lake College.

It is the intent of the College to promote safety and to encourage students to engage in safe conduct when traveling to and from sponsored college activities and events. Accordingly, in addition to encouraging students to use good judgment, the College has adopted this policy and authorized rules designed to encourage safe behavior on the part of students presently enrolled at the College when:

- a. The activity or event is located off the campus from which travel originates; and
- b. The travel is required by a student organization properly registered at the College or funded by SGA or the College and requires use of private vehicle.

For purposes of this policy, an activity or event is organized and sponsored by the College when it has been planned, funded, and properly approved by the appropriate college official (s).

This policy generally does not apply to travel to and from field trips, internships, required clinical assignments, and service-learning activities. However, students are encouraged to follow the guidelines set out in this policy and the safe travel rules established by the College whenever travel is College-related.

Students traveling to and from College organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow common and mode-specific safety precautions. In addition to following federal and state laws that encourage safe travel, using sound judgment, and following this policy, students traveling to and from events covered under this policy must follow the safe travel rules approved by the College.

At no time are students authorized to rent a vehicle to attend a College sponsored event, attend a conference or any other activity planned by a student organization.

2.8.1 Rules regarding Travel Policy

At a minimum, these rules must include provisions concerning:

- a. **Use of Seat Belts and Other Safety Devices.** Seat belts and other safety devices must be used at all times.
- b. **Passenger Capacity.** Seating in personal vehicle must comply with the manufactures recommended safety capacity or federal or state law whichever is lowest.
- c. **Privately Owned Vehicle.** Students who travel to and from activities or events covered under this policy using privately owned vehicles are required to follow the safe travel rules approved by the College and applicable by state law. Students who drive their personal vehicle must complete a **Liability Acknowledgement Form**. **The driver and all passengers must wear seatbelts at all times.**
- d. **Approved Drivers.** Cannot have a major or capitol violation on their driving record, no more than one at fault accident of any type in the last three (3) years, and no more than two (2) moving violations during the last three (3) years.
- e. **Fatigue and Time of Travel.** Students who travel to and from events and activities covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization advisor or department head.
- f. **Air and other modes of Commercial Transportation.** Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions. The College will not cover the cost of any over weight baggage.

- g. **International Travel.** Students traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and following travel advisories issued by the United States Department of State, the host country or other recognized international organizations.
- h. **Alcohol and Illegal Drugs.** Please read Section 2.11.8 in the Student Handbook regarding the College Drug and Alcohol Policy. Students are responsible for their behavior at all times on and off campus.
- i. **Firearms and Weapons.** Please read section 2.22.26 in the Student Handbook regarding the College Firearms and Weapons Policy.
- j. **Travel Authorization.** Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from their staff advisor and the Dean, Student Services 14 days before the event or activity. When the College provides the transportation, students traveling to events must return by the same mode of transportation unless authorized to do otherwise by the appropriate university official. Students less than eighteen (18) years of age are not authorized to return in any other mode of transportation than the one provided.

2.8.2 Compliance and Enforcement

Departments or student organizations that encourage or require one or more students to travel to College organized and sponsored events and activities are subject to these procedures as outlined in this policy. Department or student organization's advisors are responsible for verifying that students are aware of these rules and for ensuring compliance with the procedures.

Students who fail to comply with these rules and the procedures herein are subject to disciplinary action, up to and including suspension. Student organizations that violate this policy and the procedures herein also are subject to disciplinary action, up to and including suspension. College departments and student organization advisors who fail to comply with these rules and the procedures herein are subject to a written reprimand.

Procedures: The following procedures are established to implement the student travel rules.

Required Documentation:

Travel Itinerary: All trips require a travel itinerary. The completed travel itinerary needs to be routed to the Dean of Students and submitted with the college official travel request form. This form is available for student organizations from the SGA. The form must be filled out and submitted 4 weeks prior to travel/event date to allow for proper processing.

Students **under the age of eighteen (18)** must have a release form signed by their parents or legal guardian.

2.8.3 Modes of Travel

a. Privately Owned Vehicles

Students who use a privately owned vehicle are expected to follow the safety guidelines set out in these procedures. Student drivers must have a valid state driver's license, current

state registration, adequate motor vehicle insurance (collision, liability, medical, etc.), and a current state inspection sticker when using a privately owned vehicle. If students use their own vehicles, and/or transport other students as passengers, they should be informed, in advance, that their personal insurance will be primarily responsible for any liability that may arise from such use. Departments or advisors that authorize students to travel in privately owned vehicles are responsible for ensuring compliance with these. Departments or advisors are not responsible for verifying the legitimacy of the documents the student (s) provides. The student's signature on the **Liability Acknowledgement Form** attests that the information is current and correct. The department or advisor needs only to collect documents, ensure they have been filled out completely, and then submit the documents to the Dean, Student Services Office.

b. Commercial Travel

Students traveling by commercial transportation must comply with all federal laws regulating travel and the rules of the specific carrier. This includes laws and rules regarding carry-on baggage and baggage weight restrictions.

2.8.4 Safety Requirements

Drivers and passengers must act responsibly and use sound judgment when traveling. The procedures set out below do not replace individual judgment in regard to individual safety. Drivers and passengers traveling to and from an activity or event that is subject to these procedures as outlined in this policy must:

- a. When driving, obey all traffic laws and regulations, including posted speed limits and reduce driving speeds as dictated by adverse road or weather conditions.
- b. Wear seat belts at all times. The number of occupants in the vehicle will not exceed the number of seat belts and the load shall not exceed the vehicle manufacturer's recommended load capacity (see owner operating manual for specific instructions).
- c. Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). It may be necessary to stop the trip and check into a motel.
- d. Not consume, transport, or possess alcoholic beverages, illegal drugs, firearms or weapons.
- e. Avoid horseplay, racing or other distracting or aggressive behavior.
- f. The driver should only use communication devices when the vehicle is not in motion.
- g. Bring a copy of the emergency contacts and Travel Itinerary on the trip.

2.8.5 Safety Recommendations

Drivers and passengers are encouraged to follow the safe driving practices as follows:

- a. Begin the trip well rested.
- b. Plan routes in advance, and carpool and caravan where possible.

- c. Divide the trip into segments, stopping for rest as necessary.
- d. Immediately contact the organization advisor or designated contact person upon departure and arrival if the advisor is not present on the trip.
- e. Whenever possible, carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes. The driver should only use communication devices when the vehicle is not in motion.
- f. Establish a reasonable departure and arrival time to and from the activity or event.
- g. Limit driving time to between 6:00 a.m. and 10:00 p.m. unless otherwise approved by the organization advisor or department head.
- h. Whenever possible on extended trips, have at least one other approved driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.

2.8.6 Vehicle Accidents

- a. In the event of any accident, the vehicle should be stopped in place and the employee should remain at the scene until law enforcement arrives. Any injured person should be transported to the nearest hospital.
- b. It will be the responsibility of the driver to report accidents to the Director of Health and Safety and Dean, Student Services.

2.8.7 Procedures

- a. *Student Application for Travel* must be filled out and submitted to Student Services at last 4 weeks in advance of the trip.
- b. The following information/documents must be submitted by students planning to travel:
 - 1. Complete an Emergency Information Form**
 - 2. Complete a Statement of Understanding Regarding Student Travel at any College sponsored Activity Form**
 - 3. Complete a Liability Acknowledgment Form**
 - 4. Complete an Approved Driver Form (if driving personal vehicle)**
 - 5. Complete a Student Organization Travel Itinerary Form**
 - 6. Complete a Student Government Payment Voucher Form (if using SGA money)**

2.9 Health and Safety

2.9.1 Campus Health and Safety

The purpose of the Office of Health and Safety is to enhance the educational process by fostering a safe campus environment, assisting students in minimizing or eliminating health-related barriers to learning, promoting optimal wellness, enabling students to make informed decisions regarding health matters, and empowering students to be responsible and well-informed consumers of health care.

2.9.2 Health Program

A student health program is provided for OLOL College students. The Director of Campus Health and Safety coordinates, directs and implements the ongoing activities of the health program which include maintenance of student health records, providing information regarding health insurance, ensuring student compliance with immunizations and clinical student health requirements, advising and educating 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 students. Consultations with the nurse as well as student health records are completely confidential.

The Office of Health & Safety utilizes resources within the College, as well as 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.

2.9.3 Student Health and Safety Services

- a. Coordinates services to assist new and transfer students in completing immunization requirements.
- b. Coordinates services to assist health career students in completing clinical program health requirements.
- c. Maintains first aid kits that are available in each campus building for treating *minor* injuries.
- d. Provides health related brochures, newsletter and other health information.
- e. Provides health & safety related workshops and campus displays.
- f. Reviews and maintains confidential student health records.
- g. Provides confidential consultation to students regarding health matters.
- h. Maintains [HealthyLife® Students' Self-Care Guide](#) –an online guide to help students make informed choices about their health.

2.9.3.1 Additional health services available to students

- a. **Total Occupational Medicine Clinic:** 924-4460 (3333 Drusilla Lane) provides services to OLOL College students at discounted rates. MMR and TD immunizations are available for all students. Clinical students may obtain their pre-entrance physical, TB skin test,

Hepatitis B vaccine, MMR and TD immunizations at Total Occupational Medicine Clinic. No appointment is necessary, but you must show your student I.D. Payment is due at time of service and may be paid by cash, check, Visa or MC.

b. Medical Plaza Pharmacy: 765-8951

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, 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.

c. Physician Referral Service: 765-7777

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

d. Lake Line Direct: 765-LAKE (5253) or toll free 1-877-765-5253. Students may utilize this community service of Our Lady of the Lake Regional Medical Center for free 24-hour nurse advice.

e. Lake Health Center: 765-7765

The fitness center is located across the street from the Nursing Building on the second floor of Our Lady of the Lake Medical Plaza II and is open from 6:00 a.m. until 9:00 p.m. Students may purchase employee discounted memberships.

2.9.4 Immunization Requirements

In accordance with state law (Louisiana R.S. 17:170 Schools of Higher Learning) all 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). All students are required to provide proof of tetanus and diphtheria (TD) vaccination within the past ten years regardless of age. In addition, all first time freshmen must furnish proof of immunization for meningitis beginning Fall 2006. 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.

2.9.5 Student Health Insurance

Several health insurance options are available to OLOL College students. Health insurance brochures summarizing these plans may be obtained from the Health and Safety Office. The exact provisions of each plan are detailed in the respective company's master policy. Students are advised to carefully review the master policy for any insurance chosen as it will govern and control the payment of benefits. For further information contact the Office of Health and Safety at 768-1755.

2.9.6 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.

2.9.7 Financial Responsibility for Health Care

The student is responsible for the payment of all financial obligations incurred in securing health care including but not limited to:

- physician's charges and expenses incurred in physical examinations.
- outpatient services: x-ray, laboratory and emergency room charges.
- medication purchased from hospital pharmacy.

2.9.8 Student Health Records

Student health records are completely confidential and maintained separately from academic records.

2.9.9 Maintenance and Storage of Student Health Records

Student health records will be stored for a period of three years following the last semester enrolled at Our Lady of the Lake College. Records stored longer than this three-year period will be destroyed. However, a computerized record will continue to be maintained for each student summarizing the dates of all required immunizations submitted to the College since 1995.

2.9.10 Procedure for Release of Student Health Information and Records

2.9.10.1 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 student. (Students with unusual medical conditions should share this information with their instructors if it would be in their best interest. For example, a seizure disorder or poorly controlled diabetes.)

2.9.10.2 Procedure

The student must complete and sign the "Authorization for Release of Health Information" form. This form is available in the Health & Safety Office and on the College website.

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

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

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

Telephone requests for out of town students may be completed after the student obtains and faxes or mails the completed "Authorization for Release of Health Information" form to the Office of Health & Safety.

2.9.11 Medical Emergencies, Accidents and Injuries

This procedure should be followed for any medical emergency, accident or injury occurring on College property, whether it involves a member of the College community or visitor(s). The term accident is defined as any unforeseen incident during which a person sustains physical injury.

2.9.11.1 Procedures:

2.9.11.1.1 Minor Injuries or Illness

The Director of Health and Safety can manage minor injuries or ailments. Minor injuries are considered small cuts, abrasions, bruises and sprains. The Director of Health and Safety will request completion of an Incident Report Form. Contact the Office of Health and Safety at 768-1755.

2.9.11.1.2 Serious Injuries or Illness

- Make arrangements for providing first aid.
- Call "911" for serious injury or life threatening situation.
- Contact Security (765-8825)
- Notify the Director of Health and Safety (768-1755) or the Executive VP of Academic and Student Affairs (768-1761)
- The person will be transported by EMS to Our Lady of the Lake Regional Medical Center Emergency Care Unit.
- Do not move the person if the injured person is in severe pain or has possible fracture.
- Administer CPR if breathing is inadequate or absent, or if there is no pulse.
- A College Incident Report must be completed and sent to the Office of Health and Safety as soon as possible. (see information on Incident Reports)

Clinical Student Accidents (see section on Accidents or Injury in the Lab or Clinical Setting)

2.9.12 Incident Reports

A College Incident Report Form must be completed for any injury or unusual occurrence involving a student, employee or visitor on the college campus. The completed College Incident Report must be submitted to the Director of Campus Health and Safety. The form is filed in the Health and Safety Office(768-1755).

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

2.9.13 Illness/Injury Policy

All students with health conditions (illnesses, infections, injury, etc.) which necessitate an extended absence of 3 or more days must discuss their situations with their instructors and the Director of Campus Health and Safety. The student may continue in the program with the written approval of his physician. After the absence, the student may return to school after obtaining a physician's written consent of the student's ability to participate in all activities inherent in the

course description. The student must report to the Health Office to obtain a "Return to Class/Clinical Form." The student then takes a section of this form to the Course faculty/Coordinator.

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

2.10 Clinical Program Health and CPR Requirements

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

2.10.1 Immunizations

In accordance with state law (Louisiana R.S. 17:170 Schools of Higher Learning) all 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).). All students are required to provide proof of tetanus and diphtheria (TD) vaccination within the past ten years regardless of age. In addition, all first time freshmen must furnish proof of immunization for meningitis beginning Fall 2006. 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.

2.10.2 Physical Exam

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

2.10.3 TB Skin Testing

A TB skin test is required of all 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 students must submit the results of appropriate screening for TB *annually* to the Health and Safety Office.

2.10.4 Hepatitis B Vaccine

All 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 student's physician must be submitted to the Health and Safety Office. Students may receive the hepatitis series through a clinic or private physician and must submit documentation of the immunizations to the Director of Campus Health and Safety. Students may also receive the hepatitis vaccine series at a discounted rate through the Total Occupational Medicine Clinic, call 924-4460 for more information.

2.10.5 Pre-enrollment Drug Screening

All 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 for enrollment. (See section on policy and procedure for drug screening.)

2.10.6 CPR

All students, upon entering a clinical degree or certificate program, are required to submit evidence of current certification in Healthcare Provider CPR prior to beginning the clinical program. Healthcare Provider CPR re-certification will be required as a condition of readmission to any clinical degree or certificate program. Healthcare Provider CPR is offered at a discounted rate to OLOL College students. Please contact the Health Career Institute for details. Note: Heartsaver CPR does not meet this requirement.

2.10.7 Criminal Background Check

Most clinical students will be required to have a criminal background check to meet clinical agency requirements. RN and LPN nursing students will have background checks conducted by their respective boards of nursing. Students in other clinical programs will have criminal background checks conducted by ERS-Services. Students will receive information on the procedure for completing the criminal background check in the student health packet. Student health packets will be issued after student has been accepted into a clinical program.

2.10.7.1 Procedure for Criminal Background Checks of non-nursing clinical Students.

- 1) Upon acceptance into a clinical program, student enrollment is contingent upon passing a criminal background check.
- 2) At the time students receive their health packet, they will also receive information on the criminal background check including necessary documents.
- 3) Students will complete the release form for the background check to be conducted by Employment Research Services.
- 4) It is the student's responsibility to submit the release form and a money order or cashier's check made payable to Employment Research Services for the cost of the background check (\$43.50 as of 4/12/06).
- 5) The student will be notified by the Health & Safety Office if any discrepancy is noted in the student's criminal history and that the criminal history will be reviewed by a committee to determine status of the student's progression. The student will be instructed to contact ERS in writing to clear up any outstanding issues.
- 6) Vice President for Academic Affairs will appoint a committee of clinical faculty and include the Director of Campus Health & Safety to review questionable criminal histories.
- 7) Students who are not cleared for progression in their chosen programs will be notified in writing. A student may appeal the decision to the Vice President for Academic Affairs. The appeal must be in writing and clearly indicate the basis for the appeal. The procedure for academic grievance and Student Appeals Policy are found in the Student Handbook.

2.10.8 Health Insurance

Our Lady of the Lake College strongly recommends that all clinical students carry personal health insurance coverage. All clinical students must complete a Health Insurance Verification/Waiver Form upon acceptance into a clinical program, indicating whether the student has health care insurance or, if not, verifying that the student chooses not to participate in (or purchase) student health insurance policy.

2.10.9 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.

2.11 Accidents or Injury in the Lab or Clinical Setting

2.11.1 Procedure for Treatment Following Injury in Science Laboratory Courses

Applies to: All 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 student with the first aid kits available in the lab. The student will fill out the Student Incident Report and go to the Emergency Care Unit or doctor's office.

Procedure

- a. Immediately notify your instructor (clinical setting) and the Director of Campus Health and Safety.
- b. Initiate first aid with the first aid kits available in the lab.
- c. The student will fill out a College Incident Report and go to the Emergency Care Unit or doctor's office. The completed incident form should accompany the student to the Emergency Care Unit or doctor's office. (see section on Incident Reports)
- d. The student must show their primary insurance card to the health care provider.
- e. Following treatment, the student must submit an incident report to the Health and Safety Office as soon as possible. (see section on Incident Reports) The Director of Health and Safety will assist the student in filing a claim for benefits under the secondary accident insurance.

2.11.2 Procedures For Treatment Following Accidents or Injury in the Clinical Setting

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

- a. Immediately notify your instructor (clinical setting) and the Director of Campus Health and Safety.
- b. Clinical agency protocol is followed as determined by the agency.
- c. If medical attention is required, the student will report to the Emergency Department as directed by the instructor or Director of Campus Health and Safety.
- d. Show your primary insurance card to the health care provider. (See section on Clinical Accident/Injury Insurance).
- e. Following treatment, the student must submit a College incident report to the Health and Safety Office as soon as possible (see section on Incident Reports). The Director of Campus Health and Safety will assist the student in filing a claim with the claims company for the secondary accident insurance.

2.11.3 Clinical Student Illness/Injury Policy

All students in clinical courses with health conditions (illnesses, infections, injury, etc.) which necessitate an extended absence of 3 or more days must discuss their situations with the Clinical Instructor and the Director of Campus Health and Safety. The student may continue in the program with the written approval of his physician. After the absence, the student may return to school after obtaining a physician's written consent of the student's ability to participate in all activities inherent in the course description. The student must report to the Health Office to obtain a "Return to Class/Clinical Form." The student then takes a section of this form to the Course faculty/Coordinator.

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

2.11.4 Blood and Body Fluid Exposure Protocol

Students are treated for exposure to blood and body fluids during clinical rotation according to the protocol of the clinical facility. The student is personally responsible for any costs associated with health care required by the health care institution's protocol for any injury received by the student in a clinical course. The cost of treatment may be covered by the 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.

2.11.5 "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 student's personal physician. Details of the incident and the referral made must be documented on a college incident report and forwarded to the Director of Campus Health and Safety. Needle sticks in any other setting must follow the full exposure control protocol.

2.11.6 Latex Allergy Policy

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

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

2.11.7 Pregnancy Policy

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

Radiologic Technology Students: Please refer to the Radiologic Technology Student handbook for a program specific pregnancy policy related to prenatal radiation exposure.

2.11.8 Drug and Alcohol Policy

The Drug-Free Schools and Community Act mandates that institutions of higher education adopt and implement a program designed to prevent the unlawful possession, use, dispensation, or distribution of illicit drugs and alcohol by students and employees and provide certification to the U.S. Department of Education that such a program is in place.

The College has developed its policy not only in response to the federal drug-free legislation, but also to attempt to provide a healthy environment by preventing the use or abuse of illegal drugs or alcohol within the College community. The College requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all phases of campus life.

The faculty belief is that it is essential for students to have an awareness of the health risks associated with the use/misuse of drugs and alcohol. Drugs and alcohol act on the central nervous system and ultimately on every cell of the body. The normal sensory and emotional reactions are disrupted, as are the normal rest-work cycles. Drugs affect the whole body in ways an individual cannot control or predict. Therefore, an individual who misuses drugs/alcohol poses a risk to his safety as well as the safety of those entrusted to his care.

The misuse of drugs (unlawful possession, use, sale or distribution) is a violation of Federal and Louisiana State laws. Louisiana law also prohibits the purchase, public consumption or possession of alcoholic beverages by people under the age of 21. Students at Our Lady of the Lake College are subject to jurisdiction under federal and state laws. The college has an obligation to report any information concerning actions or practices, which are violations of these laws.

The on campus and/or clinical laboratory agency misuse of drugs/alcohol by the student is subject to college disciplinary action. Whenever there are any behaviors that suggest drug/alcohol impairment, the student will be required to submit to drug screening. The drug screening will be at the student's expense.

Drug screening is required for students prior to entering clinical programs. Additionally, students enrolled in clinical programs are subject to random urine drug screening. Random drug screening will be at the College's expense. Pre-enrollment drug screen costs will be included in the student's fees.

All students, as a condition of their enrollment in a clinical program, must abide by the drug and alcohol policies and consent, when asked, to submit to urine drug testing to determine compliance with the policy. Individuals who refuse to consent or cooperate in the administration of such testing are subject to discipline, including, and up to dismissal. Individuals with confirmed positive tests for illegal drug usage or misuse of prescription drugs are in violation of Our Lady of the Lake College policy and are subject to discipline, including, and up to expulsion.

NOTE: The College is required to report positive drug screens on registered nursing students to the Louisiana State Board of Nursing in accordance with the Louisiana State Board Rules of Professional and Occupational Standards.

2.11.9 Suspect Violations of Drug/Alcohol Policy

Students should not come to the campus or report for clinical assignments while under the influence of alcohol, illegal drugs or unauthorized prescription drugs, nor should they consume such substances or have alcohol beverages or unauthorized drugs on their person. The abuse of legal (prescription) or over the counter drugs is also prohibited. When circumstances suggest impairment, the student will be asked to submit to a drug screen or test of blood alcohol level.

Procedure:

- a. The circumstances suggesting impairment should be immediately reported to the Director of Campus Health and Safety or administrative designee (Vice Presidents/President) by any individual who observes impaired behavior.
- b. The Director of Campus Health and Safety or administrative designee will assess the situation. If the student appears to be impaired, he/she will be removed from the environment immediately.
- c. Utilizing protocol established at OLOLRMC, the student would be escorted to the OLOLRMC Laboratory or Total Occupational Medicine Clinic for drug screening.
- d. The student may not return to the classroom or clinical setting until the College is assured that the student is in compliance with the drug regulations and has a negative test.
- e. An In-State Laboratory in accordance with OLOLRMC Laboratory procedure will confirm positive drug tests.
- f. All laboratory results will be communicated to the Director of Campus Health and Safety or college designee and will remain confidential in accordance with current policy.
- g. If the student has a confirmed positive test, he/she will be requested to submit additional information. The student may not return to the classroom or clinical setting until cleared for continued enrollment. The student may be requested to undergo an evaluation by resource(s) approved by Our Lady of the Lake College. The student will be required to provide the Director of Campus Health and Safety with properly executed release of information forms. The College must clear the student for continued enrollment.
- h. The student who has a confirmed positive test for illegal drug usage or the misuse of prescription drugs will be subject to disciplinary action up to and including dismissal. The student's program director and/or Dean will be notified of positive drug screens.
- i. A student who fails to comply with stated procedures will be subject to immediate dismissal.

- j. All actions taken under the authority of this policy shall be treated with confidentiality. Information related to test results and substance abuse evaluation shall be communicated on a strict "need to know" basis. Discussion and counseling will be conducted in a private and confidential manner in accordance with current counseling protocol.
- k. NOTE: The College is required to report positive drug screens on registered nursing students to the Louisiana State Board of Nursing in accordance with the Louisiana State Board Rules of Professional and Occupational Standards.

2.11.10 Drug Testing Policy for Students

All students enrolled at Our Lady of the Lake College are subject to drug screening for reasonable suspicion or cause. All Our Lady of the Lake College clinical students will be subject to initial then random testing as well as drug screening for reasonable suspicion or cause.

Procedure:

- a. When notified, the student must submit to the test on the chosen day during the hours 8 a.m. - 4 p.m.
- b. Students to be tested will report to Total Occupational Medicine Clinic where they are required to sign consent and release form for testing.
- c. Total Occupational Medicine Clinic personnel will initiate a chain of Custody/Test Requisition form that will be coded with the student's code number and not identifiable by name. (Note: The Laboratory will only accept requests for drug testing when the appropriate Chain of Custody/Test Requisition form is completed.)
- d. The Laboratory will take possession of the Chain of Custody/Test Requisition form and initiate all activities associated with the drug-testing program in accordance with their departmental policy. A procedure is established by the Laboratory to ensure that the specimen tested is, in fact, that of the student.
- e. An In-State Laboratory in accordance with OLOLRMC Laboratory procedure will confirm positive drug tests.
- f. All laboratory results will be communicated to the Director of Campus Health and Safety or college designee and will remain confidential in accordance with current policy.
- g. If the student has a confirmed positive test, the College will request that the student provide additional information. The student may not return to the classroom or clinical setting until cleared for continued enrollment. The student may be requested to undergo an evaluation by resource(s) approved by OLOL College. The student will be required to provide the College with properly executed release of information forms. The student must be cleared for continued enrollment before he/she can resume class or clinical attendance.
- h. The student's Program director and/or Dean will be notified of positive drug screens. The Dean of Nursing will report positive drug screens on registered nursing students to the

Louisiana State Board of Nursing in accordance with the Louisiana State Board Rules of Professional and Occupational Standards.

- i. A student who fails to comply with stated procedures will be subject to immediate dismissal.
- j. All actions taken under the authority of this policy will be treated with confidentiality. Information related to tests results will be communicated on a strict "need to know" basis. Discussion and counseling will be conducted in a private and confidential manner in accordance with current counseling protocol.

2.12 CAMPUS SAFETY AND SECURITY*

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

2.12.1 Student Right to Know and Campus Security Act

The Student Right-to-Know and Campus Security Act (Public Law 101-542) requires institutions receiving Title IV 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 and gives statistics on the number of specified crimes and the number of arrests for liquor law violations, drug abuse violations, and weapons possessions which have occurred on campus and have been reported to local police agencies or campus security authorities. The report must be distributed to all current students and employees and, upon request, to applicants for enrollment or employment.

Our Lady of the Lake College, in compliance with the federal "Student-Right-to-Know and Campus Security Act of 1990", has published this information to provide its 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.

The *Campus Safety and Security Booklet* is available upon request from the Office of Health and Safety. Prospective students may request a copy of the Campus Safety and Security Booklet when they request an application/information packet. This information is also available on the college website: http://www.ololcollege.edu/Campus_Security.html .

Crime statistics for post-secondary schools can be found on the U.S. Department of Education website: <http://ope.ed.gov/security/Search.asp>. Public information on registered sex offenders in the State of Louisiana can be obtained from the Louisiana State Police Sex Offender and Child Predator registry website: <http://www.lasocpr.lsp.org>. Links to these websites are available on the College website.

2.12.2 Security

The OLOL College buildings are equipped with alarm systems. Lighted parking lots are provided for students should they enter/exit the building during the evening hours.

Should a student note any unusual situations related to safety/security, they are encouraged to call security services at 765-8825 and notify college administration.

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

- a. Walk with friends in lighted areas.
- b. Know building evacuation procedures in case of emergency.
- c. Know how to contact security department or local authorities.
- d. Take reasonable actions to protect self and property.

2.12.3 Security Services

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 24 hours a day to provide immediate availability for emergency response. The security officers will provide security escort upon request and courtesy patrol in the college parking lots at night.

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

2.12.4 Security Escort Service

The OLOLRMC security guards will provide escort service upon request and courtesy patrol in parking areas by calling 765-8825. Due to the nature of our growing campus with an increase in the number of students and classes, the fact that students and staff occupy seven 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 students use a buddy system to escort each other while on campus.

Students are encouraged to meet each other before and after classes so that they may travel in groups. For suggestions on developing a buddy system, contact the Office of Health & Safety at 768-1755.

2.13 Smoking

Our Lady of the Lake College is a smoke free campus. The use of tobacco products including, but not limited to, cigarettes, cigars, and pipe smoking is prohibited on the College property. The property includes all buildings, grounds and parking lots.

All OLOL College faculty, staff and students are expected to honor the intent of the no smoking policy, to use the programs and services available to avoid smoking while on campus and avoid exposing others to second hand smoke. Violation of the policy will result in disciplinary action up to and including termination or dismissal from the College.

2.13.1 Disciplinary Procedure for Smoking Violations:

Our Lady of the Lake College will implement the following disciplinary actions related to student(s) who fail to comply with this policy:

- a. Faculty or staff will give verbal warning to student(s) in violation of the policy and submit the student's name(s) to the Director of Campus Health and Safety.
- b. The Director of Campus Health and Safety will track the number of times a student's name has been submitted for violation of the no smoking policy.
 - i. Upon first notice of a violation, the student will be notified that a verbal warning for smoking behavior was reported.
 - ii. Upon second notice of a violation, student will be notified in writing that a second violation was reported. The written notice will also explain that upon a third violation, the student will be counseled by the Dean of Students and be placed on probation.
 - iii. Upon third notice of a violation, the Dean of Students will be notified to counsel the student regarding the smoking behavior, the student will be placed on probation, and the student will be informed that a fourth smoking violation during the probationary period will result in the student being referred to the Executive Vice President for Academic and Student Affairs with a recommendation for disciplinary suspension. The Executive Vice President for Academic and Student Affairs will follow the procedures for misconduct.

2.14 Fire Safety

Tampering with fire equipment or the fire alarm system will result in disciplinary action.

If a fire alarm sounds, all occupants are to go to the nearest exit and leave the building promptly. (See section on procedure during fire alarms and drills in this Handbook or the Campus Safety and Security Booklet.)

2.14.1 Fire Safety Checklist

At the start of every course conducted on campus, instructors are to review and complete a Fire Safety Checklist. The checklist is completed in lieu of fire drills to familiarize occupants of the College with the location of fire extinguishers, the emergency exits that are available and the procedure for evacuating the building.

2.14.2 Fire Procedure

The following procedures are to be followed if a fire is discovered or suspected:

- a. Pull the nearest fire alarm. If the alarm fails to operate, warn others by knocking on doors and/or shouting "**FIRE**".
- b. Notify administration in the Administration Building by dialing extension 1700 (push 2 if line is busy), or the Nursing Building, by dialing extension 1750 (push 2 if line is busy). Give location of fire. The secretary will forward all calls to the Administration building or the Nursing Building before leaving the building where the fire is located.

- c. Close all doors, especially doors to fire area.
- d. A fire extinguisher may be used to extinguish a small, contained fire.
- e. Go to the nearest exit and evacuate the building. Assemble in the parking lot away from the building. Follow the instructions of OLOLRMC Security Officer.

2.14.3 Directions for Use of Fire Extinguisher: Remember P-A-S-S Acronym

- a. **PULL:** Hold the fire extinguisher upright and pull the pin.
- b. **AIM:** Stand back 8 feet from the fire and aim the extinguisher nozzle at the base of the fire.
- c. **SQUEEZE:** Squeeze or press the handles together.
- d. **SWEEP:** Sweep from side-to-side at the base of the fire until it is out.

2.15 Parking

Everyone who parks on campus must have a College issued parking tag. The hang tag must be displayed on the rear view mirror of your vehicle. Please be aware of the designated parking areas for faculty, staff and 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.

Vehicles must:

- **Be parked within yellow designated parking lines**

Vehicles must not:

- **Block driveways or entrances/exits to college**
- **Park along curbs**
- **Park on grass or sidewalk**
- **Park in loading zones (designated by striping)**
- **Double park**
- **Park in fire lanes**
- **Park in handicap spaces without proper authorization and identification**

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.

Cars may be booted or towed if parked in restricted areas. 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. The fine for first offense is \$10, second offense is \$20 and each offense thereafter is \$50.

The College is not responsible for damage caused to vehicles in the process of parking or driving on campus. All vehicles are operated or parked on the campus at the owner's risk. Should accidents or damage occur, the OLOL Security office must be notified and will assist the student in proper notification of local officials.

2.15.1 Parking Tags

The College issues student-parking tags during new student orientation. After orientation, 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 Academic Affairs. Temporary parking tags are available from the receptionist at each building for guests and visitors. The hang tag must be displayed on the rear view mirror of your vehicle.

2.15.2 Temporary Parking

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

2.15.3 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.

2.16 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 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 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:

- a. 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 updated and distributed electronically by the President's office in January and August of each year to all faculty, staff, and administration.

- b. A telephone call in center (225-490-1600) has been established as a means of campus community notification during emergencies.

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 the President's 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 student safety issues, the following measures will be instituted:

- a. A phone message will be placed on the main phone line as well as the emergency call in center (225-490-1600) by Admissions staff and updated as the situation demands.
- b. College administration will make an effort to notify the public via notices through all local and regional media sources (College web page, campus e-mail, local television, radio, 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.
- c. 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.

Emergency Closure considerations for New Orleans Campus, including the West Bank

The New Orleans campus is much more vulnerable than the Baton Rouge area with regard to hurricanes. Faculty, Staff and students in the New Orleans area (including the West Bank) must follow advice of local officials with regard to evacuations. If evacuation is ordered for New Orleans area parishes, then the OLOLC New Orleans campus is closed.

2.17 Instructional, Administrative and Support Services

2.17.1 College Library

The College Library physical presence is a 6,643 square foot facility centrally located at 5329 Didesse Drive. This convenient location is within walking distance of the School of Health Sciences, School of Arts and Sciences, and the School of Nursing. The Mission of the College Library is to provide physical and electronically delivered resources for the support of teaching and learning to the college enterprise. Toward that mission the College Library is open 87 hours per week during fall and spring terms. Monday through Thursday 7:30 a.m. to 11 p.m., Friday 7:30 a.m. to 4:30 p.m., Saturday 10 a.m. to 6 p.m., and Sunday's 2 p.m. to 10 p.m. The College Library allows seating for 105 in mixed configurations: 28 lounge/soft seating, 15 tables for 1-6, 6 carrels for individuals, 23 single chairs. The Library has 6 dedicated student study rooms for group and/or individual study. Each study room is approximately 120 square feet, and has table

seating for 1-6, and the rooms can be closed for privacy and quiet study. The Library facility has a computer lab and wireless connectivity is available throughout the building.

College Library resources and services include: a monograph collection of 13,664 volumes, a 10,000 title electronic book collection through NetLibrary available to patrons 24/7 from any internet connection, over sixty electronic databases, two-hundred forty eight journal subscriptions, over 1,700 audio visual media resources. The College Library provides a collection of reference materials, a reserve collection of faculty selected readings and course textbooks, and the Library participates in the American Library Association's Inter-Library Loan program for providing materials not owned by Our Lady of the Lake College Library. The College Library is committed to and charged with developing and maintaining an instructional support collection, both in print and electronic media, to support the College's educational, research, and public service programs.

2.17.1.1 Purpose Statement

The College Library 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 College Library 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 College Library collects, maintains, and organizes current information in various formats to insure efficient access to information.

2.17.1.2 Hours

See 2.17.1 for most recent schedule.

2.17.1.3 Circulation

All students of Our Lady of the Lake College can borrow designated materials from the College Library. Students must present an OLOL College ID in order to check out materials from the College Library. 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.

2.17.2 Interlibrary Loan / Document Delivery

Interlibrary loan (ILL) service is offered to all 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 students. When other libraries/institutions charge a fee, students are responsible for the cost of document delivery. The cost for ILL when charges are involved ranges from \$8.00 - \$16.00. Students are limited to four

(4) requests per semester. Fax service for ILLs is available, but 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 College Library can order only five (5) articles per year from a single journal title according to copyright law.

2.17.3 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.

2.17.4 Electronic Information Access

As a member of the Louisiana Library Network, Our Lady of the Lake College Library 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 students have access to the Internet.

2.17.5 Copyright

All software is protected by copyright laws and cannot be copied without the owner's permission. Users of the College Library 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."

2.17.6 Audiovisual Materials

Students are asked to sign-in upon entering the Media Center prior to utilizing media or equipment. 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 College Library.

- a. Students may not check out equipment and non-print media.
- b. Students are asked to rewind audiocassette and videocassette tapes after use.
- c. Equipment and materials are available on first-come basis. However, appointments can be made for use of materials and equipment.
- d. To be assured of equipment and/or materials for a specific time, students should sign up for use at least one day in advance.
- e. If the assigned student does not show up within ten (10) minutes of requested time, the media and/or equipment signed for will be released.
- f. Students are allowed the use of equipment and materials for one (1) hour if other students are waiting to use the equipment and/or materials. If no one is waiting, the student is allowed as much time as needed.
- g. Media Center personnel will assist students in the use of the computer.

2.18 Registrar

2.18.1 Pre-Registration and Registration

Pre-registration will be held in the fall for the spring semester and in the spring for the summer and fall semesters. All new, first year and re-entry students admitted to the College will be required to meet with their faculty advisor before they will be allowed to pre-register. Also, students placed on probation are required to meet with his/her advisor before registering for classes.

- a. At pre-registration, students select courses and secure a class schedule for the following semester(s). The Course Schedule is made available on the College web site at www.ololcollege.edu. The Course Schedule will contain class schedules as well as important pre-registration and registration information.
- b. Registration by mail or online will be held during the fall, spring and summer semesters according to the published dates. Only students who have pre-registered will be allowed to register (pay fees) by mail or online. Information on online payments is available in the Bursar's Office and on the Our Lady of the Lake College web site at www.ololcollege.edu.

Drop/Add Period

A student will be permitted to add courses, drop courses (*without receiving a "W grade"*), and drop courses (*with a "W" grade*) according to dates published in the academic calendar. (*Except for courses taught in a condensed schedule during the summer session - see course syllabus*).

2.18.2 Academic Advising

The Academic Advisement Program assists students in the planning of their academic endeavors. The Academic Advisement Program recognizes the individuality of each student and facilitates the achievement of each student's full potential by providing assistance in the selection of curriculum and courses, the scheduling of classes, the exploration of educational opportunities and career goals, and the identifying of resources to provide academic and financial assistance. The Advisement Program has two components: pre-admission advising and post-admission academic advisement.

Upon admission to the College, the Advising Coordinators assign a student a faculty advisor. The student is required to meet with his or her advisor following initial acceptance into the College, upon admission to a specific program of study, and in the semester proceeding the final semester of a program of study. The student is encouraged to seek the advisor's assistance as needed in planning a program of study and selecting and scheduling of classes. Students should make scheduled appointments with their advisors for advising sessions. Students who have been admitted on provisional status or who have not satisfactorily completed a semester of course work will meet with their advisor at more frequently designated intervals.

Each advisor will seek to provide the most current and accurate information to support the advising process. Students are responsible for seeking academic advising, for knowing and complying with OLOLC requirements, for knowing the requirements of the degree or certificate program, and for taking courses in the proper sequence to ensure orderly and timely progress toward their goals.

2.18.3 Intent to Graduate

The last date to submit Intent to Graduate forms is the same as the last day to drop classes without a “W” grade in the semester of graduation. It is strongly recommended that Intent to Graduate forms be submitted in the semester prior to graduation. The Office of the Registrar will provide forms.

2.19 Financial Aid

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

2.20 College Functions

The following are considered to be official College functions:

2.20.1 Awards Ceremony

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

2.20.2 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.

2.20.3 Open House

Held annually in the fall semester. Campus tours and program demonstrations are open to the general public.

2.21 Student Publications

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus. As such, student publications are considered a part of the educational mission of the College and should, therefore, promote the educational goals of the institution. The OLOL College logo must be on all publications. The Vice President of Academic Affairs, prior to distribution, must review all publications.

2.21.1 Financial Support of Student Publications

The student activity fees finance authorized student publications. Only officially recognized student organizations (section 2.7) are authorized to utilize these funds to finance the cost of publications. The allocation of funds for publications is included in the amount of fees each student organization receives through the budgetary approval process of the Student Government Association (SGA Bylaws).

2.21.2 Supervisory Responsibility of Student Publications

The Dean of Student Services monitors all authorized College student organizations and activities. Direct supervisory responsibility for student publications is assigned to the faculty advisors of the student organization that is publishing. At least one advisor must serve on the editorial board of the publication.

Since the entire academic community is represented in part by student publications, the editors of such publications must recognize their commitment to responsible journalism to avoid libel, indecency, undocumented allegations, and personal attacks and to represent the student body and the College fairly. **In an attempt to insure this responsibility, the advisor(s), Dean of Student Services, and one or more members of the respective editorial board must preview all publications prior to printing and distributing the publication.**

2.21.3 Required Disclaimer

College-published and financed student publications **MUST** explicitly state that the opinions Expressed are not necessarily those of the College, Board of Trustees, Administration, Faculty, Staff, Alumni or Student Body.

2.21.4 Violations or Misconduct in Student Publications

In the event of instances of student irresponsibility and /or misconduct associated with a student publication, the Sanctions for Violation of Regulations Governing Student Behavior (Section 1.15 of this student handbook) will be applied.

Editors are protected from arbitrary suspension and removal due to student, faculty, administration, or public disapproval of editorial policy or content.

2.22 Miscellaneous

2.22.1 Employment Opportunities

Students who desire on-campus or off-campus employment are encouraged to visit the Financial Aid Office to access current information about employment opportunities available to students.

2.22.2 Bulletin Boards

Bulletin boards in the classroom are for use by the College faculty only. A bulletin board is provided for each official student organization. In addition, a bulletin board is located in the foyer of each College building for general use or to announce events or meetings.

Advertising material and notices should be posted in such a way that they do not mar or deface College property. Scotch tape, pins, or nails may not be used on walls, doors, furniture or buildings. Notices are not to be placed on walls, in elevators or on glass doors.

The enforcement of these regulations is the responsibility of the organization concerned. The organization is also responsible for removal of advertising material within three (3) days after the function is over or the purpose intended is accomplished. Failure to remove material may result in loss of the privilege in the future.

The College uses College e-mail to communicate both individually and collectively. Please remember to check your campus e-mail on a regular basis.

2.22.3 Housing

The College is a total commuter school; therefore, students are responsible for securing their own living accommodations. Apartment complexes are located in areas convenient to the College.

2.22.4 Transportation

The degree and certificate programs in healthcare disciplines require clinical laboratory experiences in a variety of healthcare agencies within the Greater Baton Rouge area. Students are responsible for providing their own transportation to these scheduled learning experiences.

See the Student Organizations section for the travel policy related to student travel for program participation as well as student organization.

2.22.5 Food Service

A variety of food services are available within a short distance of the College. There are many options at the OLOL hospital cafeteria and the in Medical Plaza II. In addition to the College's student lounges, snack areas with vending machines are located throughout the OLOL Medical Center.

2.22.6 Pastoral Care/Religious Services

Religious insight and understanding are essential in meeting the spiritual and psychosocial needs of patients of all faiths. Students may consult the Pastoral Care department of Our Lady of the Lake Regional Medical Center.

Masses are held daily at 11:30 A. M. in the OLOL Medical Center Chapel. The chapel is located on the first floor of the medical center and is open daily from 6:30 A.M. until 8:30 P.M. The college sponsors four quarterly College Masses throughout the Academic year specifically for the students, faculty, staff, administrators, alumni, and the Franciscan Missionaries of our Lady. The college also sponsors weekly Lenten reflections during the Lenten season.

2.22.7 Postal Services

The Medical Plaza II at Our Lady of the Lake Regional Medical Center lodges a private postal office that provides service to faculty, students, staff, and visitors.

2.22.8 Check Cashing Services

Money machines are available at Our Lady of the Lake Regional Medical Center.

2.22.9 Bookstore

The Chimes Medical Bookstore is the College bookstore, located on the second floor of the Administration Building at 7434 Perkins Road (**225-768-9790**). Students may obtain textbooks, workbooks, study guides, and other required materials from the College bookstore. Uniforms are

also to be purchased from the bookstore. The bookstore also carries a wide variety of school supplies, t-shirts, and College items.

2.22.10 Duplicating Services

Coin-operated duplicating machines are available for student use in every College building.

2.22.11 Student Lounges

Student Lounges are located in each College building and are used for informal gatherings. Included in each lounge area are conversation areas, computer stations, a refrigerator, a microwave, and vending machines. The lounges also include coin-operated copy machines.

It is the students' responsibility to promote the upkeep of the lounge. This includes the clean up of discarded refuse and periodic removal of out-dated refrigerator contents.

Children are **NOT** to be left unattended in the student lounge or any other area of the college.

2.22.12 Housekeeping Services

Housekeeping services are provided specifically for the cleaning of classrooms, skills lab, resources center, and bathrooms. Students are responsible for the upkeep of the Student Lounge, i.e. washing dishes, picking up discarded refuse, and cleaning the refrigerator.

2.22.13 Telephones

Telephones are provided for student use in the student lounges.

2.22.14 Witnessing of Documents

Students enrolled in clinical courses are not permitted to sign or witness signatures on legal documents, agency forms concerned with patients' valuables, operative permits, or medical-consent forms.

2.22.15 Address Change

It is the student's responsibility to notify the Office of the Registrar immediately in the event of a change in address, name, or telephone number. Failure to report changes will result in communication delays.

2.22.16 Littering

In order to maintain the campus buildings and grounds, littering is prohibited. Trash receptacles are available for the disposal of refuse.

2.22.17 Dress Code

The guiding norms for campus dress are neatness, cleanliness, and good taste. Students in the clinical programs must adhere to the rules in the handbooks for each respective program. Dresses, walking shorts, slacks, and neat jeans are acceptable.

Shorts, tank shirts, and midriffs are not to be worn by male or female students.

2.22.18 Facilities Use

All students are expected to observe the rules related to the use of campus classrooms and facilities. Use of a classroom for student activities must be approved by the Office of Academic

Affairs and scheduled with the administrative assistant to the Executive Vice President for Academic and Student Affairs. Under no circumstances may a student enter a locked office or classroom without proper authorization. Violation of this policy shall result in disciplinary action and/or civil action.

2.22.19 Visiting Faculty Offices

Students are expected to respect each faculty member's posted office hours and to schedule appointments with faculty members. If an appointment has not been made, please be courteous and call the faculty member prior to the visit.

2.22.20 Visiting Hospitalized Patients

Students who wish to visit relatives, friends, or other students who are hospitalized must do so during regular visiting hours. Students are expected to comply with the same visiting regulations that apply to the general public.

2.22.21 Falsification of Records/Information

Each student is expected to complete all College and patient care records with accuracy and honesty. Falsification of records will result in disciplinary action up to and including dismissal.

2.22.22 Sales and Solicitation

Solicitation of students, faculty, or staff for the purpose of selling merchandise or services or obtaining contributions on campus is allowed only with expressed permission from the College administration office.

2.22.23 Identification Cards

Our Lady of the Lake College students will be issued College identification cards. The card will contain the student's name, program of study and picture. New students will be given information about obtaining their identification card at New Student Orientation. The cards will be issued in the Office of Student Services, 5414 Brittany Drive.

- a. The card will facilitate the students' right to use College facilities, i.e. Center for Information and Learning, skills lab, science lab, etc. Cards must be shown when requested by College staff.
- b. Identification cards are non-transferable and students who misuse these cards are subject to disciplinary action. If an identification card is lost, a \$10.00 replacement fee will be assessed.

Clinical ID badges will be issued to all students entering clinical programs and must be worn at all times while in clinical agencies. The cards will be issued in the Office of Student Services. If an identification badge is lost, it must be replaced and a \$10.00 replacement fee will be assessed.

2.22.24 Children of Students

For safety, children in the College must have adult supervision at all times. Children are **not** allowed in the classroom because of liability issues.

2.22.25 Valuables

OLOL College is not responsible for lost or stolen items. Books and other valuables should not be left unlocked or unattended.

2.22.26 Firearms and Weapons

The unauthorized possession of firearms, knives, or weapons is prohibited on Our Lady of the Lake campus. The possession of such weapons may result in disciplinary action up to and including dismissal.