Student Handbook

General Policies and Procedures for Students in All Programs

2012 - 2013
Policies and procedures are set by institutions of higher education to ensure nondiscriminatory 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 too rigid 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 be timely and clearly indicate what policy or procedure is being appealed as well as the basis for the appeal.
Message from the College President

Whether you are a new college student, a transfer student from another institution, or are returning to our campus to advance your education, I welcome you to Campus and applaud your decision to advance personally and professionally. Many of you have families, jobs and personal obligations in addition to your studies. Our faculty and staff are dedicated to ensuring that you have a stimulating educational experience as you pursue your goals.

As Louisiana’s leader in Catholic health care higher education, Our Lady of the Lake College continues its 89 year record of providing a quality education. Our small class sizes, above average licensure rates, and our campus involvement in Service Learning and Civic Engagement reflect the College dedication to mission and academic excellence. Joining the Our Lady of the Lake College community means that you will have the opportunity to incorporate the Franciscan core values of service, justice, reverence for all life, humility, and joyfulness of spirit into your personal and professional life.

We encourage our students to reach for academic prominence while being concerned for the needs of society. Our general education curriculum promotes student growth and development while also providing the knowledge necessary to pursue career goals. Opportunities at the College include master’s degrees in physician assistant studies, nurse anesthesia, and nursing; bachelor’s degrees in biology, clinical laboratory sciences, health sciences, health service administration, liberal studies, and nursing; and a variety of associate degrees related to the nursing and allied health fields.

New faculty and staff members also join our academic family every semester, bringing insight and talent to share with you. I hope you will explore all of the opportunities available at Our Lady of the Lake College.

I look forward to many new beginnings, and to continuing our mission of providing our students with a well-rounded, service-focused, spiritually grounded academic experience.

Wishing you joy and success,

Sandra S. Harper, Ph.D.
President
Message from Dean, Student Services

Dear Student,

Welcome to the 2012 – 2013 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 College (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 educational programs to meet your personal, emotional, academic, career, 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.

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 wait 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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### Fall 2012 Academic Calendar

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<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2</td>
<td>Monday</td>
<td>Summer/Fall Registration Begins</td>
</tr>
<tr>
<td>August 3</td>
<td>Monday</td>
<td>Tuition and Fees, less Pending Financial Aid, Due</td>
</tr>
<tr>
<td>August 13</td>
<td>Monday</td>
<td>Fall Late Registration Begins</td>
</tr>
<tr>
<td>August 13</td>
<td>Monday</td>
<td>Freshman Orientation</td>
</tr>
<tr>
<td>August 14</td>
<td>Tuesday</td>
<td>Tuition and Fees, less Pending Financial Aid, Due</td>
</tr>
<tr>
<td>August 16</td>
<td>Thursday</td>
<td>Fall Late Registration Begins</td>
</tr>
<tr>
<td>August 17</td>
<td>Friday</td>
<td>Last Day to Receive 100% Tuition Refund</td>
</tr>
<tr>
<td>August 17</td>
<td>Friday</td>
<td>Last Day to Submit Change of Grades for Summer 2012 Semester</td>
</tr>
<tr>
<td>August 20</td>
<td>Monday</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>August 20</td>
<td>Monday</td>
<td>Add/Drop Period Begins</td>
</tr>
<tr>
<td>August 24</td>
<td>Friday</td>
<td>Last Day to Add Classes or Change Sections</td>
</tr>
<tr>
<td>September 3</td>
<td>Monday</td>
<td>Labor Day Holiday; No Classes</td>
</tr>
<tr>
<td>September 13</td>
<td>Thursday</td>
<td>Last Day to Drop Courses without Receiving a Grade of “W”</td>
</tr>
<tr>
<td>October 15</td>
<td>Thursday</td>
<td>Priority Deadline to Submit Completed Applications to Financial Aid Office to ensure Processing for Spring 2013 Admits</td>
</tr>
<tr>
<td>October 15-20</td>
<td>Monday</td>
<td>Mid-semester Exams</td>
</tr>
<tr>
<td>October 22</td>
<td>Monday</td>
<td>Registration Begins for Spring 2013 Semester</td>
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<tr>
<td>October 24</td>
<td>Wednesday</td>
<td>Last Day to Report Mid-semester Grades</td>
</tr>
<tr>
<td>November 5</td>
<td>Monday</td>
<td>Last Day to Withdraw from a Course or Resign from the College with a Grade of “W”</td>
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<tr>
<td>November 5</td>
<td>Monday</td>
<td>Last Day to Apply for Spring 2013 Graduation</td>
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<tr>
<td>November 21-25</td>
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<tr>
<td>November 26</td>
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<tr>
<td>November 30</td>
<td>Friday</td>
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<tr>
<td>December 1</td>
<td>Saturday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 3-8</td>
<td>Monday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 11</td>
<td>Tuesday</td>
<td>Final Grades Due for All Students by 9:00 AM</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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</tr>
<tr>
<td>December 17</td>
<td>Monday</td>
<td>Spring 2013 Tuition and Fees, Less Pending Financial Aid, Due</td>
</tr>
<tr>
<td>December 19</td>
<td>Wednesday</td>
<td>Fall 2012 Commencement</td>
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### Spring 2013 Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>October 22</td>
<td>Monday</td>
<td>Registration Begins for Spring 2013 Semester</td>
</tr>
<tr>
<td>December 17</td>
<td>Friday</td>
<td>Spring 2013 Tuition and Fees, less Pending Financial Aid, Due</td>
</tr>
<tr>
<td>January 7</td>
<td>Monday</td>
<td>Spring Late Registration Begins</td>
</tr>
<tr>
<td>January 8</td>
<td>Tuesday</td>
<td>Freshman Student Orientation</td>
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<tr>
<td>January 9</td>
<td>Wednesday</td>
<td>Transfer Student Orientation</td>
</tr>
<tr>
<td>January 10</td>
<td>Thursday</td>
<td>Transfer Student Orientation</td>
</tr>
<tr>
<td>January 11</td>
<td>Friday</td>
<td>Tuition Fees, less Pending Financial Aid, Due</td>
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<tr>
<td></td>
<td></td>
<td>100% Tuition Refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Submit Grade Changes for Fall 2012 Semester</td>
</tr>
<tr>
<td>January 14</td>
<td>Monday</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Add/Drop Period Begins</td>
</tr>
<tr>
<td>January 18</td>
<td>Friday</td>
<td>Last Day to Add Classes or Sections</td>
</tr>
<tr>
<td>January 21</td>
<td>Monday</td>
<td>Dr. Martin Luther King, Jr. Holiday; No Classes</td>
</tr>
<tr>
<td>February 1</td>
<td>Friday</td>
<td>Last Day to Drop Courses without Receiving a Grade of “W”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Census Day (14th Day)</td>
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<tr>
<td>February 11-12</td>
<td>Monday - Tuesday</td>
<td>Mardi Gras Holiday; No Classes</td>
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<tr>
<td>February 13</td>
<td>Wednesday</td>
<td>Classes Resume</td>
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<tr>
<td>March 1</td>
<td>Friday</td>
<td>Priority Deadline Date to Submit Completed Applications to Financial Aid Office to Ensure Processing for the Summer/Fall 2013 Semester</td>
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<tr>
<td>March 4-9</td>
<td>Monday – Saturday</td>
<td>Mid-semester Exams</td>
</tr>
<tr>
<td>March 13</td>
<td>Wednesday</td>
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</tr>
<tr>
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<td>Friday – Sunday</td>
<td>Spring Break; No Classes</td>
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<tr>
<td>April 8</td>
<td>Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Withdraw from a Course or Resign from the College with a Grade of “W”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Apply for Fall 2013 Graduation</td>
</tr>
<tr>
<td>April 15</td>
<td>Monday</td>
<td>Registration begins for Summer/Fall 2013 semesters</td>
</tr>
<tr>
<td>May 3</td>
<td>Friday</td>
<td>Last Day to Pay Spring 2013 Graduation Fees</td>
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<td>-------------------------------------------</td>
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<tr>
<td>May 4</td>
<td>Saturday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 6-11</td>
<td>Monday - Saturday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 14</td>
<td>Tuesday</td>
<td>Final Grades are Due for All Students by 9:00 AM</td>
</tr>
<tr>
<td>May 20</td>
<td>Monday</td>
<td>Spring 2013 Commencement</td>
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### Summer 2013 Academic Calendar

<table>
<thead>
<tr>
<th>April 15</th>
<th>Monday</th>
<th>Registration Begins for Summer/Fall 2013 semesters</th>
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<tbody>
<tr>
<td>May 17</td>
<td>Friday</td>
<td>Tuition and Fees, less Pending Financial Aid, Due</td>
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<tr>
<td>May 27</td>
<td>Monday</td>
<td>Summer Late Registration Begins</td>
</tr>
<tr>
<td>May 28</td>
<td>Tuesday</td>
<td>Freshman Student Orientation</td>
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<tr>
<td>May 29</td>
<td>Wednesday</td>
<td>Transfer Student Orientation</td>
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<tr>
<td>May 30</td>
<td>Thursday</td>
<td>Transfer Student Orientation</td>
</tr>
<tr>
<td>May 31</td>
<td>Friday</td>
<td>Last Day to Submit Change of Grades for Spring 2013 Semester</td>
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**SESSION I**

**TRADITIONAL 8 WEEK SUMMER SESSION JUNE 3-JULY 27**

<table>
<thead>
<tr>
<th>May 31</th>
<th>Friday</th>
<th>Last Day to Receive 100% Tuition Refund</th>
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<tbody>
<tr>
<td>June 3</td>
<td>Monday</td>
<td>Summer Session 1 Classes Begin Add/Drop Period Begins</td>
</tr>
<tr>
<td>June 5</td>
<td>Wednesday</td>
<td>Last Day to Add Classes or Change Sections</td>
</tr>
<tr>
<td>June 11</td>
<td>Tuesday</td>
<td>Last Day to Drop Session 1 Courses without Receiving a Grade of “W” Census Day (7th Day)</td>
</tr>
<tr>
<td>July 4</td>
<td>Thursday</td>
<td>Independence Day Holiday; No Classes</td>
</tr>
<tr>
<td>July 11</td>
<td>Thursday</td>
<td>Last Day to Withdraw from a Session I Course or Resign from the College with a Grade of “W”</td>
</tr>
<tr>
<td>July 26</td>
<td>Friday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>July 26-27</td>
<td>Friday-Saturday</td>
<td>Final Examinations Session 1</td>
</tr>
<tr>
<td>July 29</td>
<td>Monday</td>
<td>Session I Final Grades Due by 12:00 PM</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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<tr>
<td>August 2</td>
<td>Friday</td>
<td>Summer Degree Conferral Date</td>
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<tr>
<td>SESSION II</td>
<td></td>
<td>4 Week Summer Session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 3 – June 28</td>
</tr>
<tr>
<td>June 3</td>
<td>Monday</td>
<td>Summer Session II Classes Begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Add Classes or Change Sections</td>
</tr>
<tr>
<td>June 6</td>
<td>Thursday</td>
<td>Last Day to Drop Session II courses without Receiving a Grade of “W”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Census Day (4th Day)</td>
</tr>
<tr>
<td>June 20</td>
<td>Thursday</td>
<td>Last Day to Withdraw from a Session II Course or Resign from the College with a Grade of “W”</td>
</tr>
<tr>
<td>June 27</td>
<td>Thursday</td>
<td>Last Day of Classes/Final Exams</td>
</tr>
<tr>
<td>July 2</td>
<td>Tuesday</td>
<td>Session II Final Grades Due by 12:00 PM</td>
</tr>
</tbody>
</table>
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 joyfulfulness 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, joyfulfulness 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.

<table>
<thead>
<tr>
<th>President</th>
<th>Academic Affairs</th>
<th>Student Services</th>
<th>Health Career Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>5414 Brittany Dr.</td>
<td>5414 Brittany Dr.</td>
<td>7525 Picardy Ave</td>
<td>5421 Didesse Dr.</td>
</tr>
<tr>
<td>225-768-1710</td>
<td>225-768-1761</td>
<td>225-490-1620</td>
<td>Suite A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>225-768-1789</td>
</tr>
</tbody>
</table>

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 me.

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. Any formal academic setting relies upon high standards of honesty among its students and its 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 – whether in the traditional classroom setting or in any distributed learning course work under taken at OLOL College.
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 and 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 College 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.

1.4.3 Social Networking Policy
The advent of electronic media and the ability to share views among broad, ultimately uncontrollable and unknown audiences, places a particular responsibility on Our Lady of the Lake College students given the College’s Community Creed and the Student Honor Code. Communication about others in all forms must at all time be respectful of others’ right to privacy and sensitive to individual differences.

The College very strongly discourages any form of information sharing about fellow students’ academic progress or performance, and all references to clinical work where such sharing could have patient health and legal ramifications according to federal HIPPA regulations. The potential consequences for social networking violations of the Community Creed and Student Honor Code are significant, as are the appropriate disciplinary actions specific violations may warrant.

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 appropriate Vice President, who will seek to assist the student with the resolution of the complaint as described in the complaint procedure (See Sec. 1.11.1 and 1.11.2).
Our Lady of the Lake College will provide reasonable accommodations for students with learning, emotional, or physical disabilities. Students wishing to self-identify are required to meet with the Academic/Personal Counselor who is located in the Office of Student Services (See Sec. 2.4).

Revised: August 2, 2004

1.6 Harassment Policy

Our Lady of the Lake College has a tradition of providing a caring and nurturing environment in which students and employees can pursue excellence. Politeness and friendliness are virtues, which members of the College community seek to demonstrate in their day-to-day interactions. Rude and/or hostile behavior, on the other hand, not only violates the College’s tradition of friendliness, but also undermines rational discourse and interferes with the educational process.

Therefore, it is the policy of Our Lady of the Lake College that all employees, students and authorized users of the College facilities be able to enjoy a campus environment free from all forms of discrimination, including but not limited to, verbal, physical, electronic, racial, gender or ethnic harassment.

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.

**Academic Affairs**
5414 Brittany Drive
Baton Rouge, Louisiana 70808
225-768-1761
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.

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

Sexual Assault, Harassment & Dating Violence Resource: This resource is available 24 hours a day for students dealing with sexual assault, sexual harassment or abuse in a relationship. This 24-hour hotline is available to all college students at no cost. 1-800-494-8100.

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 student records will be allowed to review such records. Such records are accessible to certain authorized 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). To comply with the Family Educational Rights and Privacy Act of 1974, commonly called the Buckley Amendment, the administration of Our Lady of the Lake College informs the students of their rights under this act. The law affords students rights of access to educational records and partially protects students from the release and disclosure of those records to third parties. Educational records are those records, files and other materials that contain information directly related to a student’s academic progress, financial status, medical condition, etc., and are maintained by the college or a party acting on behalf of the college.

1.7.2 Students’ Rights to Confidentiality

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

(1) The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in
violation of the student’s privacy rights. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditory, or collection agent); 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 responsibilities for the College.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

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 5414 Brittany Drive, Baton Rouge, LA 70808, 225-768-1719.

Revised March 30,2009

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 be taught 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 the Our Lady of the Lake College Student Handbook(s).
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.
q. To ensure a successful distributive learning experience, students enrolled in distributive learning courses should log into the College portal system at least once a day, to interact with classmates as expected, and to participate in course activities and submit course work as due.

Revised 07/21/11

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, duplicating or sharing test content in any format, 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** (See Section(s) 1.11, 1.12, 1.16, 1.17).

### 1.9.1 Exam Proctoring Policy for Distributed Learning Courses

“Distributed Learning describes an approach to teaching and learning that relies on a particular kind of learning environment in which teachers and students interact in an environment that is not face-to-face in a campus classroom. Students and faculty in distributed learning environments rely primarily on asynchronous interactions, using internet-based tools such as interactive web spaces; email, and online discussion forums. In some instances, these interactions will be synchronous, using internet-based tools such as audio and/or video conferencing and instant messaging.

OLOL College offers distributed learning courses and programs to provide students with additional flexibility to choose instructional environments that meet their needs and that encourage independent, active learning. With this flexibility and independence come additional responsibilities and specific expectations for all involved – specifically related to online examinations.

An online exam is an exam that *may be* taken at time and on a specific date or at a time of the student’s choosing. For set time examinations, students will have the option of having the exam proctored on campus. In addition to existing academic policies concerning academic integrity, students attending a distributed learning course need to follow policies and procedures that apply to distributed learning courses. The student is responsible for ensuring that they have the necessary computer hardware, software, and Internet connectivity necessary for the completion
of the examination. Students must check the course website to determine if any special software is needed.

_Instructors will provide advance online exercises to determine that students do have appropriate access to and the technical capacity for completing the examination._

Students enrolled in distributed learning courses that have an online exam and live in the Baton Rouge area may choose to come to campus to take their exams. Alternatively, a student must make arrangements (when appropriate to the exam nature—i.e., other than open-book) to take their exams in absentia in a proctored setting at an alternative location if they are unable to access the Baton Rouge campus.

### 1.9.1.1 Finding a qualified proctor

When a proctor is required students are responsible for securing a qualified proctor to administer each exam. The proctor must be a teacher, professor, or administrator in a nearby secondary school, college, university, or testing center. For assistance in identifying an appropriate proctor, students can contact a guidance counselor, an academic advisor, or the dean of students or registrar’s office at a nearby college, university, high school, or local testing center. Any fees incurred are the student’s responsibility. *Family members, friends or co-workers may not exam proctor for students.*

### 1.9.1.2 Submitting the proctored exam form

Before submitting the form, students must secure a qualified proctor with whom they have arranged the date, time, and location for their off-campus exam. Students must complete and submit a proctored exam form *(see below)* online for each exam (even if they use the same proctor) no later than one week prior to the exam date. Students who do not submit proctored exam forms, or who submit their forms late, may forfeit the opportunity to take their examinations and will be subject to the instructor’s or departmental make-up policies. Students and proctors receive an e-mail confirmation upon acceptance of the proctored exam form. If confirmation is not received within 24 hours of the exam, it is the student’s responsibility to contact the appropriate faculty member for clarification or confirmation.

### 1.9.1.3 Proctored exam approval and procedures

Exam materials are available to proctors via a password-protected, secure website from noon Central Standard Time (CST) the day before the on-campus exam until midnight CST on the exam day.

Students must complete exams no later than the on-campus exam date and ending time if an on-campus exam is given. In the case of paper and pencil examinations, proctors are responsible for returning all exam materials by fax or e-mail immediately following completion of the exam. Detailed
instructions—including the secure web address, fax number, and return e-mail address—will be included in the e-mail sent to proctors shortly before the date of the exam. If students or proctors do not follow the exam procedures, the exam may be forfeited.
Electronic Proctoring Form

It is the responsibility of the student to find a qualified proctor. This proctor should be someone of high academic standing (see qualifications below) and must accept the responsibility of administering the exam(s) to the student. All proctors must have an e-mail address and access to a printer (so they may print the exams). All proctors are subject to our approval.

Directions

To complete the form simply follow the steps below then click the Submit Form button at the bottom of the page. The submission process could take several seconds so do not close the browser until you see the confirmation message on the screen.

Step 1: Student Information

Using the textboxes below, provide information about yourself.

Student ID Number

Student full name (first name, middle initial, last name)

*Student e-mail address

"Please use your @olalcollege.edu e-mail address to complete the form"

*Alternate e-mail address

Telephone number

Which term and year do you plan to take the exam?

Which term and year do you plan to take the exam?

Step 2: Proctor Selection

Using the text boxes below, enter information about the person whom you want to proctor all your exams.

Proctor full name
Proctor employer

Proctor work phone (xxx-xxx-xxxx)

*Proctor e-mail address

*We cannot accept a Yahoo, AOL, Hotmail or any other anonymous e-mail account here. Please use the proctor's business e-mail address.

Proctor street address (Example: 116 Elm Street, Chicago, IL 0609)

Step 3: Verifier Selection
Enter the information about a third party who can verify your chosen proctor qualifications.
Verifier full name

Verifier work telephone number (xxx-xxx-xxxx)

*Verifier e-mail address

*We cannot accept a Yahoo, AOL, Hotmail or any other anonymous e-mail account here. Please use the verifier's business e-mail address.
1.10 Student Appeals, Complaint, and Grievance Policies and Procedures

There will be no discrimination or retaliation as a result of a student’s exercise of his or her rights under these policies and procedures

Policies and procedures are set by Our Lady of the Lake College to ensure nondiscriminatory, consistent treatment is afforded to all individuals, and that similar situations are handled equitably. Our Lady of the Lake College recognizes, however, that rigorous and unremitting application of a policy or procedure can in and of itself be too rigid 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 timely, in writing and addressed to the Dean 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.

1.10.1 Student Complaint and Grievance 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. Students are not to be discouraged from seeking to have their concerns addressed or from filing formal grievances. This includes grievances by students based on disabilities.

**Complaints.** In its continuous efforts to become better, the College provides multiple ways for students to request consideration of issues and concerns.

**Handling Day-to-Day Issues.** The College faculty, staff, and leadership team will always seek to address day-to-day complaints and rectify problems directly and as quickly as possible. In addition to its commitment to address many concerns immediately, the College provides two well-defined processes for dealing formally with complaints or concerns.

**Grievances.** Matters of the most serious and problematic nature and which have or have had profound impact on one or more individuals may rise to the level of a grievance (See 1.10.3, p. 31).

**Referred, Actionable Issues.** In addition to formal grievances, students often wish to call attention to other less complex, critical, or weighty complaints or concerns that may not lend themselves to immediate solutions and yet do not rise to the grievance level. In such cases, the College encourages students to share such complaints and concerns with any program, school, or unit director, coordinator, or administrator, as well as any other members of the College Leadership Team. Such complaints or concerns must:

a. be limited to those complaints or concerns for which subsequent investigation could lead to a reasonable and feasible resolution or recommendation;
b. be expressed in writing, signed, and dated by either the complainant or the College Leadership Team member acting in behalf of the complainant;

c. be filed within one year of the action or event that prompts the concern or complaint.

Upon receipt of a written complaint or concern, the College Leadership Team member will:

a. Initiate an inquiry or investigation into appropriate/actionable complaints or concerns or designate the appropriate party to do so;

b. Inform the complainant of how the complaint was investigated, and describe any subsequent actions or recommendations that may result;

c. File all communication relative to all complaints as detailed above (including those deemed inappropriate or not actionable) with the Administrative Assistant in the Office of Academic and Student Affairs.

NOTE: The College administration welcomes suggestions in the suggestion box on the web, via the College Facebook page, and through other College sponsored social media. Because the College seeks to systematically track and follow through on complaints and concerns, such suggestions and commentaries cannot be considered as complaints unless they are also filed per the procedures above by either the complainant or a member of the College Leadership Team.

1.10.2 Student Complaint Procedure

Our Lady of the Lake College encourages all members of the College community to discuss all concerns and issues regarding non-academic matters (Academic Grievance procedures are found in 1.10.3) informally among those individuals concerned who might be able to resolve the matter. This applies to students who have complaints of discrimination based on disability, against other students, employees or third parties. In the unusual case in which this process fails to bring about a satisfactory resolution, any complainant may 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, at the Administration Building, 5414 Brittany Drive, Baton Rouge, LA 70808 or to the Vice President for Career Training at the Health Sciences Building, 5421 Didesse – Suite A, Baton Rouge, LA 70808.

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

a. Identify and explain the exact nature and circumstance of the complaint or concern including the dates and locations of any specific incidents. This written statement must be submitted within 15 working days of the precipitating event(s), and should be limited to two, double spaced pages.

b. Identify the names of persons or witnesses who have knowledge of any specific incident leading to the complaint/concern, and submit as
appendices any available written documentation or evidence that is relative to the complaint/concern.

c. The appropriate Vice President will give consideration to all written submissions of the complaint/concern and will determine the process for addressing it, related to the nature of the complaint/concern. The written statement must be submitted within 15 working days of the precipitating event(s), and should be limited to two, double spaced pages.

d. The student submitting the written statement of complaint/concern will receive written notification of action taken to address the complaint/concern from the appropriate Vice President within 5 working days of the statement being received.

e. There will be no discrimination or retaliation as a result of a student’s exercise of his or her rights under this procedure. The college will prohibit and guard against any form of reprisal that may be directed toward a student who files a complaint. Violation of this prohibition will be met with appropriate disciplinary action Students have the right to file a grievance directly with the Office of Civil Rights. Contact Information is as follows:

   Dallas Office
   Office for Civil Rights
   U.S. Department of Education
   1999 Bryan Street, Suite 1620
   Dallas, Texas 75201-6810
   Telephone 214-661-9600

f. Should the College be found to have discriminated, the College will take steps to prevent recurrence of discrimination as well as correct its discriminatory effects on the complainant and others, if appropriate.

1.10.3 Academic Grievance Procedure

An academic grievance refers to any student complaint relating to academic issues associated with course or classroom instruction with the exception of grade issues which are discussed below (see 1.10.4). This includes grievances by students base on disabilities. Students who feel they have an academic grievance (non-grade related) should first discuss the problem with the faculty member involved. If, following the discussion with the faculty member, the situation is not satisfactorily resolved the student should discuss the grievance with the Program Director or Department Chair in the relevant program or division.

If the matter has not been resolved at that level, the student should take the issue to the School Dean. If discussion at the Decanal level still leaves the issue unresolved, a written statement of the grievance to the appropriate Vice President will be required. To prepare a written grievance, the student must follow steps “a” through “c” listed in 1.10.2. In order to maintain confidentiality, documents pertaining to complaints or concerns will not be placed in a student’s academic file. Rather, they will be retained in the appropriate Vice President’s office. The appropriate Vice President will consider the written grievance and then consult with the relevant Dean.
and/or Program Director and then with faculty member(s) involved. After all issues are taken into consideration, a written decision will be rendered and be made available to the student within five working days after receipt of the written grievance. The decision of the appropriate Vice President will be final.

1.10.4 Student Grade Appeals Policy
The School of Nursing and the School of Arts Sciences and Health Professions each have specific policies and procedures for grade appeals and for appeals of program dismissal related to or based on grades or GPA deficits. Students who wish to file an appeal must follow the relevant School’s guidelines. Final decisions on grade appeals or program dismissal will be made at the School level and by the appropriate Dean, following the policies and procedures established by that School and the policies and procedures published in the specific clinical program’s student handbook. The School Dean’s decision will be final, with no subsequent appeals permitted.

1.11 General Regulations Governing Student Behavior
Students at Our Lady of the Lake College are expected to conduct themselves on campus, in clinical settings and at college-sponsored events in a manner that will reflect favorably on the College and healthcare professions. The following College regulations govern student behaviors:

a. Smoking on any College grounds is strictly forbidden
b. Demonstrating respect for the rights and property of other individuals on campus and in the classroom is expected (mandated?).
c. Disrupting others is not tolerated.
d. Arriving late to class is unacceptable. Permission of the classroom instructor is required for the student to enter class after the class period has begun.
e. Drinking and eating in the classroom is not allowed.
f. Talking and creating unnecessary noise, during in-class lecture and/or lab and in the clinical setting, is unacceptable.
g. Receiving or making personal calls, texts or visits from friends or relatives during clinical experience is not allowed.
h. Loitering or visiting in clinical setting service areas is not permitted.
i. Disseminating information regarding patients is not allowed.
j. Chewing gum during clinical experience is not permitted.
k. Complying with the smoking policies of an assigned agency is required.
l. Removing clinical facility equipment is forbidden.
m. Using proper professional language is expected at all times.

n. Eating and drinking during clinical assignments is limited to the employee lounge or dining room.

o. Not using the College portal with sufficient frequency to provide reasonable assurance of success in distributive learning courses.

Though generally violations of the above rules would not be grounds for dismissal, repeated violations may lead to escalated sanctions including dismissal.

1.12 Behaviors which are Strictly Prohibited

Students who commit any of the following actions may be dismissed from the College:

a. Flagrant and/or consistent violation of the student honor code (1.4.1) in the classroom, clinical or any other college related setting.

b. Physical abuse of any member of the college community, or conduct which threatens or endangers the health of safety of any such person.

c. Participation in hazing, acts which are degrading or injurious, or acts in which another is held against his or her will.

d. Unwelcome sexual encouragement, requests for sexual favors, and other verbal and/or physical conduct of a sexual temperament comprises sexual harassment when submission to such conduct is made, whether explicitly or implicitly.

e. Any verbal abuse or other forms of hostile behavior of any member of the College community, or conduct which threatens or endangers the health or safety of any such person.

f. Theft of College services; theft of or intentional damage to property of the College; theft of or intentional injury to a member of the College community; theft of or intentional injury to a campus visitor.

g. Possession, sale, or the attempted sale of stolen property of the College, a member of the College community, or a campus visitor of the civic community/citizens.

h. Unauthorized use of computer account(s), computer data files and/or computer facilities/labs.

i. Unauthorized use of or entry into College facilities.

j. Attendance at, or participating in, any clinical, classroom or College activity when under the influence of any mind altering substance or impairment.

k. Disorderly conduct or lewd, indecent, or inappropriate behavior.
1. Any act (verbal or written) which interferes with or adversely affects the normal functioning of the College or; which injures or endangers the welfare of any member of the College; including obscene conduct or expression on College owned property or at College-sponsored events.

m. Possession or use of alcoholic beverages on College-owned or controlled property or at College-approved or supervised functions.

n. Possession of firearms, knives, and weapons on the College campus and at other sites where College work or activities take place.

o. Any act (verbal or written) which interferes with or adversely affects the guidelines for distributed learning when enrolled in any course deemed “students learning at a distance”.

Revised: 7/20/11

1.13 Academic Dishonesty
Academic dishonesty is a clear breach of academic integrity and implies conscious deception on the part of the student performing the dishonest act. This would include submitting false, forged, or fraudulent information to any College official or College office on an official College form or on false, forged, or fraudulent documents, forms, reports, transcripts, records, certificates, tests, identification, legal, and/or written statements; making false statements to a College official; misrepresenting eligibility, qualification, status, achievement, and/or standing to or within the College.

1.13.1 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, (e.g. copying assignments):

d. Giving or receiving information without authority from or to any other person during or following an exam:

e. Any other means of misrepresenting one’s work, effort or participation.
1.13.2 Fabrication
Fabrication is the intentional use of false or invented information, data, or research with the intent to deceive.

Examples include but are not limited to:

a. Submitting as one’s 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.

1.13.3 Plagiarism
Plagiarism is inappropriately submitting work that is not entirely one’s own for credit without attribution of credit.

Examples:

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:

d. Using another writer's exact words without quotation marks and appropriate documentation:

e. Paraphrasing another writer without proper acknowledgment and documentation:

f. Summarizing another writer without proper acknowledgment and documentation:

g. Any other attempt to mislead an instructor regarding one’s performance, activity, or participation.

1.14 General Academic Misconduct
Failure by a student to adhere to the Regulations Governing Student Behavior is termed “Misconduct”. 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 appropriate Vice President for action. 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:

a. Has been convicted of a felony:

b. 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:

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

1.15 Disciplinary Procedures for ALL Misconduct (including 1.12, 1.13, 1.14, 1.15)
During the period between notification of a student’s misconduct and the final resolution of the allegation, the student shall be able to proceed in good standing. The appropriate Vice President may suspend this right if there is reason to believe other’s well being may be compromised. 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 conduct violation occurred. There will be no discrimination or retaliation as a result of a student’s exercise of his or her rights under these procedures.

a. 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 appropriate Vice President. This report must be received within five working days of the alleged misconduct.

b. The appropriate Vice President will confer with the program or service unit involved. The Vice President 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:

c. Within five working days of the written report, the appropriate Vice President will provide the student with written notification of the alleged violation along with any written documentation that supports the violation. Within two working days, the student must respond in writing to the alleged violation and indicate if he or she 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 has occurred, the appropriate Vice President determines the disciplinary sanction. Within ten working days of receiving the student’s response, the appropriate Vice President notifies the student in writing of the action to be taken. This action is not appealable.

1.15.1 Due Process for ALL Misconduct (including 1.12, 1.13, 1.14, 1.15)
If the student contends that a regulation has not been violated, the appropriate Vice President will initiate due process procedures. A student who has been charged with
violating a regulation governing Student Behavior 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.

1.15.2 **Procedure for Appointment of a Faculty-Student Hearing Committee**:
A hearing panel will be convened within five working days of the student’s denial of the alleged misconduct. The procedure for appointment of a Faculty-Student Hearing Committee is as follows:

a. The appropriate Vice President 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 appropriate Vice President will call and conduct the initial meeting until a Chairperson is elected.

c. The Committee will inform the appropriate Vice President if legal counsel is desired or required.

1.15.3 **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. Attorneys or other spokespersons are not allowed to represent individuals at the hearing.

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. 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 appropriate Vice President within two days of the hearing panels convening. The options may include:

a. **Reprimand:** Official warning in writing that continuation or repetition of the 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 the 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 appropriate Vice President shall accept, reject, or modify the recommendation and notify the student in writing of the decision within five working days of receiving the appeal panel.
1.16 **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.

1.16.1 **Progression Status**
The College policies regarding Academic Status are as follows:

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 OLOL College 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 OLOL 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 a 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.
1.16.2 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 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. 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.

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.

1.17 Honors

a. 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 designated semester. 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 semester grade point average of 4.0 at Our Lady of the Lake College.

b. 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 designated semester. 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 semester grade point average of 3.5 or better 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** under Student Services. This program annually recognizes students who have excelled, including but not limited to, the following: Student Organization Officers and Advisors, SGA Officers and Senators, Student Ambassadors, Tutors, and Who’s Who Among Colleges and Universities.
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, Career Services 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: New Student Orientation, Transfer Student Orientation and Academic Seminars, Student Government, Student Organizations, Student Ambassadors, Campus Ministry, Leadership Programs, Job Fair, 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 College 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 St. Francis 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 OLOL College GPA. A recommendation from the student’s Program Director or Dean may be requested. A student may request such emergency funding from this college restricted St. Francis fund via the OLOL Foundation only ONCE while enrolled at OLOL College as a student.

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 processed with a request for immediate disbursement. The voucher expenses the disbursement to the St. Francis Fund in the OLOL College Foundation.

c. A Bursar’s Office representative 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 Objectives

- **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, whether in the traditional classroom setting or in any distributed learning course work undertaken by students at OLOL College.

- **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, whether in the traditional classroom setting or in any distributed learning course work undertaken by students at OLOL College.

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, Career Services, Disability 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 personal, academic and career counseling as well as disability services.

2.3.3 Personal, Academic, 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 OLOL College 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 OLOL College 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. Personal Counseling is provided for the students through a Licensed Professional Counselor. Students are encouraged to seek counseling through the Counseling Services Office. Appointments can be arranged by contacting the Counseling Services Office at 768-1724. The Counseling Services Office is located at 5421 Didesse Drive – Suite A, Baton Rouge, LA 70808. 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.

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 finding another clinical program that would meet the needs of the individual. The Career Center also works to provide job fairs in the Spring and Fall semesters 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, including disability services, designed to assist students in achieving their educational goals. The Center provides 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 5421 Didesse Drive – Suite A, Baton Rouge, LA 70808.

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 and/or electronically under double encryption. Records are kept for a period of two years following termination of sessions. 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, the 1990 Americans with Disabilities Act (ADA), and the 2008 Americans with Disabilities Act Amended Act (ADAAA) to ensure equal opportunity for qualified individuals with disabilities.

ADAAA Definition of Disability
The Americans with Disabilities Act (ADAAA) has a three-part definition of disability. Under ADAAA, 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. All requests for accommodation(s) that are extraordinary will be reviewed by an Ad Hoc Committee, within one week of submission. Accommodation(s) requests can be made by contacting the Office of Student Services at (225) 768-1724 and scheduling an appointment with the Academic/Personal Counselor. Student Services is located at 5421 Didesse Drive – Suite A, 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 address the identified functional limitation(s).

e. The documentation should list current medication, dosages, and existing (not possible) side effects.

f. In order to obtain the appropriate documentation, the Academic/Personal Counselor provides 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 Academic/Personal Counselor.

**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 Academic/Personal Counselor must be within **one 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, licensed professional counselors, social worker, medical doctor, ).


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 Academic/Personal Counselor provides 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 Psycho-educational 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 Psycho-educational 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 years. An evaluation performed during or after age 18 must be no more than five 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-IV-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 accommodation(s) 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(s) that is/are 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 accommodation(s).

When to make contact concerning Disability Services

a. To register for services.

b. To request additional accommodation(s).

c. When unable to work out approved accommodation(s) with faculty.

d. When accommodation(s) 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.

Who to Contact concerning Disability Services

Academic/Personal Counselor
Student Services
5421 Didesse Dr. – Suite A
Baton Rouge, LA 70808
(225) 768-1724
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 the Academic/Personal Counselor and Student

- Appropriate In-take documentation is completed;
- Documentation of disability is provided by the student

Documentation is reviewed by Academic/Personal Counselor. Ad Hoc Committee
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.

Initialed Letters

- 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

Uninitialed Letters

- Contact the Academic/Personal Counselor, Student Services
- Academic/Personal Counselor 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: 7/09 LB
2.5 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 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. 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 resources.
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 required to work a minimum of 30 hours each semester. Verification of Ambassadors’ presence will be required at each function.

2.6 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.

2.6.1 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 call 225-768-1700.
2.6.1.1 **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.

2.6.1.2 **Beta Sigma Mu (Biology and Human Medicine)**  
The purpose of the Beta Sigma Mu is to promote interest in human medicine, dental science, philosophies in medical sciences and biology, research in histology, microbiology, biochemistry, and other sciences. Members of this organization contribute to group activities and participate in college and community events. The organization will also sponsor informal lectures and workshops to assist students in developing strong social and academic skills related to biology and human medicine.

2.6.1.3 **Catholic College Student Association**  
Catholic College Student Association is to provide students of Our Lady of the Lake College (OLOL) with a spiritual, intellectual, social and service atmosphere under the auspice of the Roman Catholic Church. No student will be denied membership.

2.6.1.4 **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.

2.6.1.5 **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.

2.6.1.6 Intensive Care Earth (ICE)
The purpose of the Intensive Care Earth (ICE) is to give all Our Lady of the Lake College student an organization that makes students aware of and promotes beneficial environmental practices while continually challenging everyone at the College to become more “green”. ICE meets its goals by bringing environmental awareness and opportunities for recycling to the OLOL College Campus.

2.6.1.7 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.

2.6.1.8 Student Practical Nurse Association
The Student 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.

2.6.1.9 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.

2.6.1.10 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.

2.6.1.11 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 College-Student Nurses Association. Membership in the local school chapter (OLOL College-SNA) allows nursing students privileges of membership in the Louisiana Association of Student Nurses (LASN) and National Student Nurses Association (NSNA).

2.6.1.12 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.

2.6.1.13 Up ‘Til Dawn
The purpose of Up ‘Til Dawn is to engage all Our Lady of the Lake students in civic awareness and to provide an opportunity to participate in a student-led fund-raising student organization hosted by colleges and universities nationwide. It unites faculty, students, the community and sponsors in a goal to help the kids of St. Jude Children’s Research Hospital.

2.6.2 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 Executive Vice President of Academic and Student Affairs. The By-Laws will then be approved by the Executive Vice President of Academic and Student Affairs and after 30 days, he will submit the By-Laws for final approval by the SGA Senate. Secretarial services for student organizations must be provided from within the organization.

2.6.2.1 Disbanding a Student Organization
In the event that a Student Organization disbands or no longer has student members, any funds remaining in the student organization cost center will
be timely refunded to the main SGA Account upon approval of the Executive Vice President of Academic and Student Affairs.

2.6.3 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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Government Association Activities</td>
<td>SGA Advisor will be the Dean of Student Services (Must Sign all PAVs for SGA and approve all Activity Forms)</td>
</tr>
<tr>
<td>Professional Organization Activities (ACHE, AFFS, BE, BSM, FSF, CLS, PTA, SPNA, SART, SAST, SNA)</td>
<td>Faculty/Staff Advisors (Must Sign all PAVs, in triplicate, for student organization and approve all Activity Forms)</td>
</tr>
<tr>
<td><strong>Latest at the Lake</strong> (online newsletter)</td>
<td>Dean, Student Services and Student Development Specialist</td>
</tr>
</tbody>
</table>

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

2.6.3.1 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 Executive Vice President of Academic and Student Affairs may make exceptions.

2.6.4 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
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 noon Friday. Checks are expected to be available for pick up the following Friday after 2:00 PM at the Bursar’s Office. The form is to be turned into the Dean; Student Services for processing by the SGA Treasurer on the Monday 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.

i. Check requests being for funds issued to an individual must include their social security number. Check requests for disbursement to a company must include their 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

2.6.5 Fundraising by Student Organizations on Campus: Student Organizations at Our Lady of the Lake College may sell materials related to the purpose of THEIR organization and may collect dues, fees, and contributions for their fundraising activities. All funds raised are to be used for the ongoing support of the organizations’ activities. Within the context of recognized student organizations’ College-approved fund raising programs, only currently enrolled students and currently involved Student Organization Advisors may benefit from the sale of products for THEIR individual student organization.

At OLOL College, the approval of any student organization fundraising activity must be stated on an Activity Form timely submitted to the Student Development Specialist. Signatures must be obtained from the Student Organization Advisor as well as the Dean of Student Services for any such activity to occur on Campus.
Fund raising activities are subject to the following restrictions:

a. No recognized student organization can sell any product (clothing or nonclothing) with just the generic College logo affixed. Student organizations are encouraged to sell products with their student organization name affixed to the product that they are selling as a fundraiser and are subject to approval via Activity Form submitted to the Student Development Specialist at least fourteen (14) days prior to the event. Signatures must be obtained from the Student Organization Advisor as well as the Dean of Student Services for any such fundraiser activity to occur on Campus.

b. All recognized student organizations at OLOL College, using the campus to raise funds must promptly deposit all funds in their cost center account which exists under the larger SGA cost center account at OLOLRMC (601-2000-255660). Deposits must be made no later than three (3) days after the event. The Student Government Association Treasurer will report at all monthly meetings the exact balance in each student organization cost center to insure transparency on each account.

c. As required by law, raffles, lotteries, or games of chance are permitted only after securing a permit from the Louisiana Gaming Commission via the Student Development Specialist. Fundraising via football boards for any student organization is strictly prohibited.

d. At OLOL College, the sale of food and/or beverages on Campus must be approved via Activity Form submitted to the Student Development Specialist for any fundraising project. Signatures must be obtained from the Student Organization Advisor as well as the Dean of Student Services for any such food/beverage fundraiser activity to occur on Campus.

e. The use of controlled substances or alcohol is prohibited during all student organization fundraising activities sponsored by the College – regardless of the location of the activity.

1.24.2013

2.7 Excursion 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 internships, required clinical assignments, or 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, a conference or any other activity planned by a student organization.**

2.7.1 Rules regarding Excursion 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.** 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 overweight baggage.

g. **International Excursion.** 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 Stated 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. **Excursion 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 faculty advisor (who is
required to attend, or to appoint a substitute faculty member to attend, the
school-sponsored event with the student organization members), and the
Dean, Student Services and/or the Student Development Specialist a
minimum of fourteen (14) days before the event or activity. Students
traveling to events must return by the same mode of transportation unless
authorized to do otherwise by the appropriate College official. Students less
than eighteen (18) years of age are not authorized to return in any other mode
of transportation than the one provided.

2.7.2 **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:**

**Excursion Itinerary:** All trips require a travel itinerary. The completed travel itinerary needs to be routed to the Dean, Student Services 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 a minimum of 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.

### 2.7.3 Modes of Excursion

**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 guidelines. 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.

### 2.7.4 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:
When driving, obey all traffic laws and regulations, including posted speed limits and reduce driving speeds as dictated by adverse road or weather conditions.

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).

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.

Not consume, transport, or possess alcoholic beverages, illegal drugs, firearms or weapons.

Avoid horseplay, racing or other distracting or aggressive behavior.

The driver should only use communication devices when the vehicle is not in motion.

Bring a copy of the emergency contacts and Travel Itinerary on the trip.

**2.7.5 Safety Recommendations**

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

Begin the trip well rested.

Plan routes in advance, and carpool and caravan where possible.

Divide the trip into segments, stopping for rest as necessary.

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.

Establish a reasonable departure and arrival time to and from the activity or event.

Limit driving time to between 6:00 a.m. and 10:00 p.m. unless otherwise approved by the organization advisor or department head.

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.
2.7.6 Vehicle Accidents
   a. In the event of any accident, the vehicle should be stopped in place and all occupants 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.

2.7.7 Procedures
   a. *Student Application for College Related Non-Curricular Excursions* 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. Required Preparation Procedure for College Related Non-Curricular Student Excursions
      2. Our Lady of the Lake College Student Activity
      3. College Related Non-Curricular Student Excursion Participant List
      4. College Related Non-Curricular Student Excursion Medical Authorization
      5. College Related Non-Curricular Student Authorization to Operate Privately Owned Vehicle
      6. College Related Non-Curricular Student Excursion Waiver of Liability and Hold Harmless
      7. College Related Non-Curricular Checklist for Student Excursion

2.7.8 Procedures for Student Excursions/Field Trips For all OLOL College student excursions or field trips to occur, the following forms must be completed (said forms are available from the Dean of Student Services upon request by the faculty member sponsoring said field trip)
   a. Student excursions/field trip request form
   b. Participant list
   c. Excursion/field trip medical authorization form
   d. Student authorization to operate privately owned vehicle
2.8 Health and Safety

2.8.1 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.

2.8.2 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 Director 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 Director 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.

2.8.3 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.

2.8.3.1 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 Student ID 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 discounted memberships.

2.8.4** 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. **Meningitis Vaccine or a meningitis waiver is required for students who are or were a first time college freshman anytime after July 1, 2006; it is optional* for all others.** The required proof is to be submitted with every College application for every program. The immunization form available to all applicants describes the College requirements. An Immunization FAQ document is available on the College website.

*Meningitis vaccine or waiver is mandatory for Physician’s Assistant Students.*

2.8.5 **Student Health Insurance**

OLOL College encourages all students to carry personal health insurance. It is strongly recommended that all students enrolled in clinical degree/certificate programs carry personal health insurance and that this be verified to the Health and Safety Office. Brochures on different insurance plans available to Our Lady of the Lake College students may be obtained from the Health & 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 & safety at 768-1755. Information on health plan options is also available on the Health & Safety page of the College website.

2.8.6 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 $10,000 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.

2.8.7 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.

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

2.8.9 Maintenance and Storage of Student Health Records
Student health records are completely confidential and maintained separately from academic records. Health records may be released only with the student’s written consent. Student health records will be stored for a period of three years following the last semester enrolled at Our Lady of the Lake College. Hard copy health documents stored longer than this three-year period will be destroyed.

Health data submitted by students after 1995 will continue to be maintained in electronic format. A report summarizing the dates of all immunizations submitted to the college by a student is available upon request with appropriately executed authorization. A HIPPA compliant authorization form for this purpose is available on the college website.
2.8.10  Procedure for Release of Student Health Information and Records
*Applies to All Students*

**2.8.10.1  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).

**2.8.10.2  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.

2.8.11  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.

**2.8.11.1 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.

**2.8.11.2 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 Vice President of Academic and Student Affairs (768-1711)

• 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 section 2.8.12)

Clinical Student Accidents (see section 2.10)

2.8.12 Incident Reports
A QUANTROS Report must be completed for any injury, property damage, or unusual occurrence involving a student, employee or visitor on the college campus. The QUANTROS Report is an online report that can be accessed via the portal page. Contact the Health and Safety Office for any issues with QUANTROS.

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

2.8.13 Illness/Injury Policy
All students with health conditions (illnesses, infections, injury, etc.) which necessitate leaving a clinical assignment or 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 contact the Student Health and Safety Office regarding how to obtain a “Return to Class/Clinical Form”. Student will need to provide physician documentation regarding dates of illness and any activity restrictions prescribed. The student then takes a section of this form to the Course instructor.

If a student has been absent due to flu like symptoms (fever, cough, sore throat, and body aches), the student must be cleared by their primary healthcare provider to return to class. If a student does not have a primary health care provider, they may go to the Total Occupational Medicine clinic at 3333 Drusilla Lane for a return to
school physical assessment at the reduced fee of $55.00 (regularly $75.00)
Additional fees may be incurred if diagnostic testing is indicated. Call 924-4460 for more info. The student must provide medical documentation to the office of Health & Safety for a return to class authorization.

An illness requiring an extended absence 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.

2.9 Clinical Program Health and CPR Requirements
After being accepted into a health career program, students will receive a health packet detailing all health and safety requirements that must be met prior to the first clinical course. Failure to maintain compliance with the health and safety requirements each semester will result in the student’s inability to attend the clinical portion of their program and may result in withdrawal from the clinical program (See program or school handbook for further information). The following is a summary of the requirements that are explained in more detail in the student health packets. The health packets also provide required forms and more contact information for affiliates mentioned below. This packet is only provided to students upon initial enrollment in clinical programs. Annual compliance is required as detailed below. Students should contact the Office of Health and Safety if they have any questions regarding these requirements.

2.9.1 Immunizations
2.9.1.1 MMR, TD & Meningitis Vaccines
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. Meningitis Vaccine or a meningitis waiver is required for students who are or were a first time college freshman anytime after July 1, 2006; it is optional* for all others. The required proof is to be submitted with every College application for every program. The immunization form available to all applicants describes the College requirements. An Immunization FAQ document is available on the College website.

2.9.1.2 Varicella Vaccine
All OLOL College students enrolled in clinical courses must provide evidence of varicella (chickenpox) immunity Acceptable evidence of varicella immunity includes either of the following:
• Documentation of two doses varicella vaccine; or
• Serologic evidence (blood test) showing immunity to varicella or laboratory confirmation of prior disease. **History of disease is not sufficient.**

*The Hepatitis B vaccine series, Varicella vaccine 1 & 2 or titer, and Meningitis Vaccines are required for all PA (Physician’s Assistant) students. These immunizations must be up-to-date prior to beginning the PA clinical program. Documentation of these immunizations is required. The PA student is responsible for providing the initial documentation of their health records as well as annually submitting the proof of compliance.*

2.9.2 **Immunization Titers (blood tests)**
In addition to the MMR, TD and meningitis immunizations required when you first enrolled at OLOL College, the clinical sites for some programs require blood tests to prove immunity. Rubeola (measles), mumps, rubella (german measles), and varicella (chicken pox) titers are mandatory for the ASN, PA, RADT, RESP and CLST programs. Your health packet will describe this requirement in more detail.

2.9.3 **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.

2.9.4 **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.

2.9.5 **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. Students must follow the 6 month schedule recommended for completion of this immunization series to remain in compliance with this requirement.
2.9.6 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 to clinical programs must be cleared for enrollment. **Students are also subject to random drug screening and drug screening for reasonable cause.** (See section 2.10.10) Drug screening is required for all students prior to entering clinical degree/certificate programs. Additionally, students enrolled in clinical programs are subject to random urine drug screening for the duration of the clinical program. Random drug screening will be done at the College’s expense. Pre-enrollment in a clinical program, must abide by the College’s drug and alcohol policies and consent, when asked, to submit to urine drug testing to determine compliance with the policy. Disciplinary action, up to and including dismissal from the program or the College, may result when a student:

1) Refuses to consent or cooperate in the administration of such testing, or
2) Is confirmed to have positive results for illegal drug usage or misuse of prescription drugs.

See policy below for “Students who fail a College mandated drug screen or criminal background check”.

2.9.7 CPR
All students, upon entering a clinical degree or certificate program, are required to submit evidence of current certification in Healthcare Professional CPR prior to beginning the clinical program. Healthcare Professional CPR recertification will be required as a condition of readmission to any clinical degree or certificate program.

All clinical students must maintain current certification in basic cardiopulmonary resuscitation (CPR) at the **Healthcare Provider Level** for the duration of the clinical program. The only two types of CPR certification accepted to meet this requirement are the American Heart Association **Healthcare Provider** or the American Red Cross **CPR for professional Rescuer**. CPR certification may be completed at an agency of the student’s choice, but it must be of the type indicated in this section.

**Note: Online CPR classes for renewal.** The online CPR renewal programs that issue a card via their website are not approved by American Heart Association. The only acceptable online program is a two step program by the American Heart Association which requires a certificate for the online portion and a face-to-face skills demonstration for the card to be issued by and approved training site (including OLOL Health Career Institute). If students are interested in this online method for renewal of CPR certification, please contact the Health Career Institute at (225) 768-1762.
2.9.8 **Criminal Background Check**
The College’s general admission and clinical program admission application forms require students to disclose any prior criminal arrests.

Prior to enrolling in clinical courses, clinical students will be required to submit a criminal background check to meet clinical agency requirements. This process is designed to insure the accuracy of students’ self-reports. Cases where students have not answered the background question on the application accurately will be dealt with severely and, at a minimum, result in the student being placed on administrative probation.

Undergraduate RN and PN nursing students will have background checks conducted by their respective boards of nursing. Students in other clinical programs (and some pre-clinical courses) 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 the student has been accepted into a clinical program or pre-clinical course.

### 2.9.8.1 Procedure for Criminal Background Checks of graduate students in clinical programs and all undergraduate students in clinical programs EXCEPT nursing and practical nursing.

1) Upon acceptance into your clinical program or course that requires criminal background check, your enrollment is contingent upon passing a criminal background check.

2) At the time you receive your health packet instructions, you will also receive information on completing the criminal background check.

3) Students will complete the release form for the background check to be conducted by Employment Research Services at [http://www.ers-services.com/olol/](http://www.ers-services.com/olol/)

4) It is the student’s responsibility to submit the release form and online payment, cashier’s check or money order made payable to Employment Research Services for the cost of the background check (approximately $45.00).

5) The Health and Safety Office will receive and review the criminal background reports. Students who are not cleared for progression will be notified by the Health and Safety Office. The student will be instructed to contact ERS in writing to resolve any outstanding issues and will be
apprised of rights under the Fair Credit Reporting Act.

6) Any irregularities noted in the student’s criminal history will also be referred to the appropriate Vice President for the student’s program of study and to the appropriate dean and program director.

7) The Dean and/or Program Director, and others deemed appropriate, will consult with the student to discuss the record, apprise the student of the review process and appeal rights, and make a recommendation to the appropriate Vice-President regarding the student’s continuation in the program and will notify the student and the Vice President of the recommendation in writing.

8) If the recommendation is that the student be dismissed from the program, the student may request to appear before a faculty hearing panel to be convened by the appropriate Vice President.

9) After considering the hearing panel’s recommendation, the appropriate Vice President will make the final decision regarding progression in the program and notify the student within 10 working days of the hearing panel meeting.

See policy below for “Students who fail a College mandated drug screen or criminal background check”.

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2.9.9 Health Insurance
All students of Our Lady of the Lake College are personally responsible for health care costs associated with any injury sustained while enrolled in clinical courses. Clinical students are at increased risk for injury or illness due to the nature of providing health care services in the clinical or lab setting. Health care institutions with whom the college contracts for student clinical experiences require that their protocol for health care be followed in the event a student sustains an injury while in the clinical setting. In this regard, Our Lady of the Lake College highly recommends that ALL students carry personal health insurance coverage and that this be verified to the Health and Safety Office. Health insurance coverage is mandatory for Physician’s Assistant students.

Brochures on different insurance plans available to Our Lady of the Lake College students 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.
2.9.10 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 $10,000 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.

2.9.11 Failure of Drug Screen or Criminal Background Check
Students who fail a College mandated drug screen or criminal background check will not be permitted to apply for any clinical program until the record is cleared as verified by the Safety Office. This policy applies as well to enrollment in any course with a clinical component. The Safety Office will accept reports only from approved agencies. Students denied admission may reapply after a period of one full year following appropriate and documented treatment (or resolution of the problem) and follow up and presentation of a negative drug screen at a College designated facility and at a time appointed by the College.

2.10 Accidents or Injury in the Lab or Clinical Setting

2.10.1 Procedure for Treatment Following Injury in Science Laboratory Courses
All students in Science Laboratory Courses who seek treatment in the Emergency Care Unit, clinic or private physician's office are to follow these procedures.

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 2.8.12)

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 2.8.12) The Director of Health and Safety will assist the student in filing a claim for benefits under the secondary accident insurance.

2.10.2 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 sections 2.8.6 or 2.9.9).

e. Following treatment, the student must submit a College incident report to the Health and Safety Office as soon as possible (see section 2.8.12). The Director of Campus Health and Safety will assist the student in filing a claim with the claims company for the secondary accident insurance.

2.10.3 Clinical Student Illness/Injury Policy
All students in clinical courses with health conditions (illnesses, infections, injury, etc.) which necessitate leaving a clinical assignment or 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.
If a student has been absent due to flu like symptoms (fever, cough, sore throat, and body aches), the student must be cleared by their primary healthcare provider to return to class. If a student does not have a primary health care provider, they may go to the Total Occupational Medicine clinic at 3333 Drusilla Lane for a return to school physical assessment at the reduced fee of $55.00 (regularly $75.00) Additional fees may be incurred if diagnostic testing is indicated. Call 924-4460 for more info. The student must provide medical documentation to the office of Health & Safety for a return to class authorization.

An illness requiring an absence 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.

2.10.4 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.

2.10.5 Varicella Exposures
In the event a student is exposed to the varicella virus (chicken pox), it is advised that the student get a titer to see if he/she has immunity. If the student has no immunity, he/she will not be able to attended class or clinical assignment from day 10 through day 21 following exposure.

2.10.6 "Clean" Needle Stick Protocol
In the event of a "clean" needle stick in the Nursing Skills lab, first aid is to be rendered to the injured person and referral made to the OLOLRMC Emergency Care Unit or to the 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.

2.10.7 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 and 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 and Safety Office.

c. After submitting physician documentation regarding the student’s signs and symptoms of latex sensitivity or allergy, the Health and Safety Office will authorize the release of non-latex powder less 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 powder less gloves.

e. The clinical program will release the non-latex powder less gloves to the student. The student will be responsible for maintaining an adequate supply of the non-latex powder less gloves for clinical assignments.

f. Students will be instructed to report to the Health and Safety Office any additional symptoms or problems related to contact dermatitis or latex allergies, so that they can be re-assessed.

g. The Health and 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.

2.10.8 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.

2.10.8.1 Radiologic Technology Students:
Pregnant students are encouraged to voluntarily declare their pregnancy in writing to the Program Director as soon after conception as practical. The student must provide the expected date of delivery. The student will be counseled in regard to radiation safety and protection practices and use, the risks of prenatal exposure to ionizing radiation, and equivalent dose limit for the embryo/fetus and a copy of the US NRC Regulatory Commission Appendix to the Regulatory Guide 8.13 “Instruction Concerning Prenatal Radiation Exposure.”
The program’s radiation safety and protection guidelines are reviewed with the student. The opportunity for further discussion of the written instructions is given to the student. Following counseling, the student may: 1) choose to continue in the program; or, 2) resign from the program.

A student choosing to continue in the program will be given a second “Special Purpose” personnel monitoring device, an optically stimulated luminescence (OSL) dosimeter to monitor exposure to the unborn embryo. The OSL dosimeter is to be worn at waist level. During fluoroscopy, OSL dosimeter is to be worn underneath the protective lead apron at waist level. The student must not confuse the designated location of the two monitors. Incorrect placement of the dosimeter will result in incorrect monitoring results. The maximum equivalent dose limit during the gestational period shall not exceed 400 mrem (State Radiation and Nuclear Regulatory Commission).

A student who is unable to complete the semester may initiate a request for authorization of an incomplete “I” grade(s). The request must be signed by the student and instructor and approved by the director. The student must resolve the “I” grade(s) by the first day of class of the next semester (refer to the College Catalog – Policy on Incomplete Grades).

Should a student choose to resign from the program, the “Withdrawal from Courses” and/or “Resignation from the College” guidelines in the College Catalog must be followed. Once enrollment is interrupted, the student is not allowed to progress through the Radiologic Technology program with the class to which she was admitted. A position will be held in the next class admitted (fall semester) for a student desiring to re-enter the program provided that the student was academically in good standing and that the withdrawal/resignation guidelines in the College Catalog have been followed. The student must submit an Application for Readmission to the Office of Admissions and Records and a written request to the Program Director by March 15 for re-entry in the fall semester (refer to the College Catalog for policy on Readmission to the College).

2.10.9 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 are 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.

**PREVENTION:**
Prevention efforts at Our Lady of the Lake College focus on education of the campus community regarding the effects of alcohol and other drugs.
Educational workshops are conducted on a periodic basis. Topics include: effects of alcohol and other drugs, recognition of substance abuse and chemical dependency, misuse of prescription drugs, and use of herbal supplements. These workshops are open to all campus constituents. The workshops frequently involve coordination with resources within the OLOL health system and local community agencies.

Print materials are available throughout the campus and in the Office of Health and Safety. The brochures and booklets cover a wide range of topics, including but not limited to, alcohol, marijuana, recreational drugs, etc. Students are informed that these materials are available through flyers included in the orientation packets for all new and transfer students. Additionally, “What You Should Know About Alcohol” flyers are included in orientation packets for all new and transfer students.

The College website resources include a list of resources on-campus and locally for alcohol and drug related issues. The “Student Guide to Having Fun” is available on the college website and offers information on harm reduction. An online course is under development for use in new student orientation and annual education of faculty and staff. AOD training is required for student leaders, student ambassadors, and recipients of leadership scholarships. The AOD training is part of an annual day long leadership training program offered through Student Services.

INTERVENTION:
Counseling services provides confidential assessment and referral to resources within the OLOL health system or outside agencies to students exhibiting problems with alcohol or other drugs. In addition to resources available through counseling services, a list of community resources on alcohol and other drugs is available through the Health and Safety Office. All consultations are confidential. Counseling records and health records are maintained separately from academic records. Students are advised when it is necessary for officers of Our Lady of the Lake College to report any information concerning actions or practices which are violations of state or federal laws.

2.10.10 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 (or other designated collection site) 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.

2.10.11 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. In addition, all Our Lady of the Lake College clinical students (and some pre-clinical students) will be subject to initial then random testing as well as drug screening for reasonable suspicion or cause.

Procedure:

a. Clinical students will receive initial drug screening instructions in the clinical health packet. When notified, for random drug screening, the student must submit to the test on the chosen day within one hour of notification from the Clinical Program representative.

b. Students to be tested will report to the designated collection site with picture identification where they are required to sign consent and release form for testing.

c. If a student fails to report for the test by the established deadline, refuse testing, or attempt to manipulate the results of a drug test, the test will be treated as positive and the student is subject to discipline, including, and up to dismissal from the clinical program.

d. Drug Testing 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.)
e. 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.

f. Positive drug tests will be confirmed by an In-State Laboratory in accordance with OLOLRMC Laboratory procedure.

g. 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.

h. 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. Nursing students must use approved evaluators available on the LSBN Website at http://www.lsbn.state.la.us/documents/monitoring.asp. 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. Students enrolled in the School of Nursing must also be cleared for continued enrollment by the Louisiana State Board of Nursing.

i. 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.

j. Students with confirmed positive tests for illegal drug usage or misuse of prescription drugs are in violation of the OLOL College policy and are subject to discipline, including, and up to expulsion.

k. 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.

l. Students who fail a College mandated drug screen will not be permitted to apply for any clinical program until the record is cleared as verified by the Health & Safety Office. This policy applies as well to enrollment in any course with a clinical component. The Safety Office will accept reports only from approved agencies. Students denied admission may reapply after a
period of one full year following appropriate and documented treatment (or resolution of the problem) and follow up and presentation of a negative drug screen at a College designated facility and at a time appointed by the College.

REPORTING:
In compliance with the Drug-Free School and Campuses Act, Public Law 101-226, at least once annually through the Campus Safety and Security Booklet, the written campus drug and alcohol policy is distributed. The booklet is distributed at Campus Assembly at the beginning of every Fall semester and at all new faculty and new student orientation sessions throughout the year. The booklet is also available from the Office of Health and Safety and may be viewed on the college website at any time.

Students are advised when it is necessary for officers of Our Lady of the Lake College to report any information concerning actions or practices which are violations of state or federal laws.

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

2.11.1 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.

Our Lady of the Lake College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. The Campus
Safety and Security Booklet is published each August by OLOL College 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. Crime statistics for East Baton Rouge Parish may be found at http://www.brgov.com/dept/brpd/csr/default.asp (the College is located in District 2 Zone E Sub Zone 3). 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.

2.11.2 Emergency Procedure
Our Lady of the Lake College has approximately 1900 students on the Baton Rouge campus at the present time. It has been repeatedly discussed by the Staff of the Office of Student Services that by having such a student population, it is inevitable that crises, or critical incidents, will, indeed occur and that these crises can have a significant effect on the larger Baton Rouge community. Such critical incidents will require an effective and timely response; therefore, the Office of Student Services has developed an Emergency Protocol Procedure that will be reviewed and revised annually and implemented immediately. (Procedures may be periodically changed if necessary).

2.11.2.1 Emergency Procedure for Hostile Student Behavior
Threats or hostile acts should be referred as directly and quickly as possible to police authorities if you believe you or others are in immediate danger or there is an imminent crisis to the campus community: Call 911. Be sure to use physical address when notifying authorities (located on each campus telephone sticker).

2.11.2.2 Protocol for Regular Working Hours (8AM to 5 PM).
a. During this time, students can be referred to Counseling in Student Services for immediate action. If an instructor makes the referral, documentation must be so indicated on the student’s EAP Information Sheet. A copy of the
EAP Information Sheet will be kept in the student’s confidential file.

b. If a student cannot or will not come to the Office of Student Services, a counselor will go to the classroom or building where the student is located – with an instructor staying with the student until the counselor can arrive.

c. If additional assistance beyond the services of the Office of Student Services is required, the Student Services Counselor will immediately contact Employee Assistance Program (EAP) Counselors at 225-765-7874 to seek the most readily available appointment after completing the Initial Intake Information Sheet with the student.

d. If the student needs to be seen on an emergent basis, they will be escorted to the nearest emergency room and a call will be made to the Office of the Director of Health and Safety (225-768-1755).

e. If the Student Services Counselor needs assistance from Tracer Security, a call will first be made to Security at 225-765-8825.

f. Follow-up sessions with the student will be required.

2.11.2.3 Protocol for After Working Hours. (On-Duty OLOLC Police Office 225-378-8900)

a. If any Student Services Counselors are working late or on weekends, and a student comes in for immediate assistance for counseling, a call can be made to the Dean, Student Services at 985-687-1298 if necessary. The Academic/Personal Counselor may also be contacted at 225-200-7804. An Initial Intake Information Sheet must be completed by the student as soon as possible.

b. If the student needs referral beyond the services of Student Services, the Student Services Counselor will immediately get all of the information necessary from the student so that an EAP Counselor can be contacted the very next working day.

c. If the student is calling from a classroom or building on campus and needs immediate assistance, the Dean in the appropriate building (or instructor) can call the Dean,
d. If self or other destructive behaviors occur, the Student Services Counselor who has been contacted will go to the appropriate location. The Student Services Counselor will then make the determination as to whether the student needs to go to a hospital. If Security is needed to escort the student, a call will also be made to Security at 225-765-8825. The Student Services Counselor will notify the students’ parents, guardian, etc. if necessary.

e. Follow-up sessions with the student will be required.

2.11.2.4 Critical Incidents identified by the Office of Student Services to be aware of:

a. Death of a student (on or off campus)

b. Attempted suicide

c. Life-threatening injury/illness

d. Sexual assault

e. Mental health crisis (due to dismissal or related incidents – clinical/nonclinical)

f. Drug/alcohol overdoes

g. Campus disturbances – riot

h. Contacting students in cases of family emergency

i. Fire/explosion with injuries or significant damage

j. Natural disasters

k. Car or Airplane accident during Student Organization trips

l. Infectious disease

m. International hostage situation

n. National or local emergency

2.11.2.5 Health or Safety EMERGENCY:
In an emergency, FERPA permits school officials at Our Lady of the Lake College to disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. (See 34 CFR 99.31(a)(10) and 99.36.) This exception to FERPA’s general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student’s education records. In addition, the Department interprets FERPA to permit institutions (such as Our Lady of the Lake College) to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

2.11.2.6 Action Steps for the Office of Student Services to take Following Critical Incidents:

Critical Incidents:

a. Review emergency response plans with the Director of Health and Safety in the Administration Building (225-768-1755) and meet with her immediately after any student has been referred to EAP or assessed by COPE or a mental health provided due to any Critical Incident occurrence.

b. Enter into discussions with Administration and Tracer Security following any Critical Incident occurrence. Clear guidelines of responsibility and communication must be developed. The Staff of the Office of Student Services must be active in said discussions, too.

c. Make certain that all faculty and staff know about the Emergency Protocol Procedure by either addressing same in the annual Faculty Assemblies or through special Staff Meetings. Monthly e-mail messages from the Dean, Student Services will be provided to all faculty and staff – particularly if any phone numbers for emergency contacts are changed during a semester.

d. Staff in the Office of Student Services must make a more concerted effort to let students on campus know that assistance for many different types of problems are available through the Office of Student Services. Student officers and Senators in the Student Government Association as well as Student Ambassadors must take a more active role in “talking
with” the student body as opposed to “talking to” the student body so that students will know that they can get help for personal issues that may be extremely difficult for them.

e. Staff in the Office of Student Services must create a better network with both faculty and staff members so that everyone feels more confident about the Emergency Protocol Procedure if a Critical Incident should occur on campus. Everyone must cope better by modeling healthy and effective behavior.

f. Staff in the Office of Student Services must be willing to annually evaluate and update resources for both faculty and staff to use in the future:

2.11.3 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.

2.11.4 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 College Security Department will assist college personnel in contacts with outside police agencies.

2.11.5 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 and Safety at 768-1755.

2.12 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.

2.12.1 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 Student Services and be placed on probation.
   iii. Upon third notice of a violation, the Dean of Student Services 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.

2.13 **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 Procedures section 2.13.2 in this Handbook or see the Campus Safety and Security Booklet.)

2.13.1 **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.

2.13.2 **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.

2.13.3 **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.

### 2.14 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

**Overflow parking is available on O’Donovan Drive.**

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 or 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.

2.14.1 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. The hang tag must be displayed on the rear view mirror of your vehicle.

2.14.2 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.

2.14.3 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.

2.15 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 students, 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 operates 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 though 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 area 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 OLOL College New Orleans campus is closed.

2.16 **College Library** (See College Catalog.)

2.17 **Registrar** (See College Catalog.)

2.18 **Financial Aid** (See College Catalog.)

2.19 **College Functions**
The following are considered to be official College functions:
2.19.1 Awards Ceremony
Ceremonies are held at the end of a program of study. Graduation awards and school pins will be presented to candidates for graduation.

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

2.19.3 Open House
Open House is held bi-annually, in the fall and spring semesters. Campus tours and program demonstrations are open to the general public.

2.19.4 College Masses
The College sponsors quarterly College Masses throughout the academic year specifically for students, faculty, staff, alumni and the Franciscan Missionaries of Our Lady. Students of all faiths are encouraged to attend College Masses.

2.19.4.1 Daily Masses at the Rosary Chapel:
Opportunities are available throughout the week for students of all faiths to grow spiritually. Daily masses are held in the Our Lady of the Lake Regional Medical Center Chapel (Rosary Chapel) at 11:30 a.m. Monday-Friday and 8 a.m. Saturday and Sunday. The chapel is located on the first floor of the Medical Center and is open daily from 7:00 a.m. until 6:00 p.m. All students are welcome to attend services and/or visit the chapel for meditation and prayer. Students are encouraged to consult the hospital chaplain regarding religious and ethical problems.

2.19.4.2 College Reflection Room:
The College offers a Reflection Room in the Student Services Building, 5421 Didesse Drive, Suite A. Students, alumni, faculty and staff are invited to the Reflection Room during business hours for private time and meditation.

2.19.4.3 Lenten Masses
The College sponsors weekly Lenten reflections during the Lenten season in which students, faculty and staff share a cup of soup and a time for meditation and prayer.

2.19.4.4 Special Events
The Mission Effectiveness Committee organizes events throughout the year to deepen our understanding about the College’s Franciscan heritage.
2.19.5 Banquets
The Student Leadership Banquet is held each Spring Semester to recognize those students who have served the college in Leadership positions such as SGA Officers, SGA Senators, Student Ambassadors, Tutors, Student Organization Officers and Advisors, Civic Engagement Service Leaders, Service Learning Leaders and those who have through academics and leadership been nominated as Who’s Who Among Students in American Universities and Colleges.

2.20 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 Executive Vice President of Academic and Student Affairs, prior to distribution, must review all publications.

2.20.1 Financial Support of Student Publications
The student activity fees finance authorized student publications. Only officially recognized student organizations (section 2.6) 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).

2.20.2 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.

2.20.3 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.
2.20.4 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 1.16 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.

2.21 Miscellaneous

2.21.1 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.

2.21.2 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.

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

2.21.4 Transportation
The degree and certificate programs in healthcare disciplines require clinical laboratory experiences in a variety of healthcare agencies. 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 (Section 2.7).

2.21.5 Food Service
A variety of food services are available through Food Truck distribution when scheduled at the Library or Library Commons and restaurants 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 Regional Medical Center.

2.21.6 Pastoral Care/Religious Services
Religious insight and understanding are essential in meeting the spiritual and psychosocial needs of individuals 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 Regional 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.

2.21.7 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.

2.21.8 Check Cashing Services
Money machines are available at Our Lady of the Lake Regional Medical Center.

2.21.9 Bookstore
The Chimes Medical Bookstore is the College bookstore, located on the second floor of the Administration Building at 5414 Brittany Drive (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.

2.21.10 Duplicating Services
Duplicating machines are available for student use in every College building. Students will be given 100 free copies or prints during the summer term and 200 free copies or prints during the fall and spring terms. Students will be charged $.05 for each copy or print after they have exhausted their allotment.
2.21.11 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 cleanup 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.

2.21.12 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.

2.21.13 Telephones
Telephones are provided for student use in the student lounges.

2.21.14 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.

2.21.15 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.

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

2.21.17 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.

2.21.18 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.

2.21.19 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.

2.21.20 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.

2.21.21 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.

2.21.22 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.

2.21.23 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, 5421 Didesse Drive – Suite A, Baton Rouge, LA 70808.

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.
2.21.24 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.

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

2.21.26 Firearms and Weapons
   Firearms, knives, and weapons ARE PROHIBITED on the Our Lady of the Lake College campus and at other sites where College work or activities take place. The possession of such weapons may result in disciplinary action up to and including dismissal.

2.21.27 Campus Visitors
   OLOL College students are personally responsible for their on-Campus visitors. Visitors also are subject to all College regulations. To sit in on a class as a student's guest requires that the student host obtain and complete the appropriate form from the School Dean's office. After the student obtains the instructor's signature signifying permission, the form must be returned to the Dean's Office and signed by the dean at least 24 hours before the class is to begin. The student is to take a copy of the signed form to the instructor as well as the School Dean's. This process is not to be confused with that relating to OLOL College students who are auditing a course or with policies pertaining to a students' children being on campus (see Section 2.21.24 of Student Handbook).