



**OUR LADY  
OF THE LAKE  
COLLEGE**

# **Student Handbook**

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

**2015 - 2016**

## **The Rights Reserved by the College**

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**

Congratulations! You have made an excellent choice to attend Our Lady of the Lake College. Here you will encounter a challenging academic experience and you will be supported by dedicated faculty and staff. You have chosen to grow intellectually, professionally and spiritually in an authentic and hospitable Catholic, Franciscan community. Welcome!

To make the most of your experience at Our Lady of the Lake College, I have two key points of advice for you. I urge you to 1) become fully engaged in your Our Lady of the Lake College experience, and 2) find true meaning and purpose in all you do by embracing our Franciscan core values.

I encourage you to immerse yourself in all of the opportunities available to you...in the classroom, in co-curricular opportunities and through the relationships that you will develop on campus. First, dive deeply into your course work. Don't just attend classes in an obligatory manner, accumulating the necessary credits required for your chosen program. Rather you must sincerely engage the course material in order to sincerely learn. Next, get involved in the many opportunities to learn outside the classroom as well. Participate in student organizations. Join in on community service projects. Develop your leadership potential and grow. Finally, immerse yourself in the college community. Get to know your fellow students as well as the faculty, staff and administration of this great campus community. This is how you will build and nurture positive and lasting relationships.

As you immerse yourself in the life of the college, be sure to do so with a purpose. Find meaning in your experience here at Our Lady of the Lake College by embracing our Franciscan core values of service, reverence for life, humility, joyfulness of spirit and justice. I encourage you to embrace these core values and rely on them to ensure that all you do has true meaning and purpose. As you immerse yourself in your classes, in student organizations and in the campus community, allow these core values to guide your decision-making.

You have already made the excellent choice to attend Our Lady of the Lake College. I now urge you to make the most of your experience here. And do so with a purpose to serve others, to revere life, to exhibit sincere humility and joyfulness of spirit, and to bring justice.

May your Our Lady of the Lake College experience be wonderfully challenging, rewarding and meaningful!!

Blessings,

Tina Holland, Ph.D.  
President

## **Message from Dean, Student Affairs**

Dear Student,

Welcome to Our Lady of the Lake (LOL) College! Whether you are an incoming freshman, transfer, or returning student, we are extremely excited that you have joined the LOL College community. As a member of the College's dynamic educational community, you have an outstanding opportunity to more fully develop your skills, abilities, and talents throughout excellent academic programs and co-curricular activities. It is my hope that you will become an active member within the LOL College community and put forth your best effort to become a highly successful student.

As you set forth on your path, please know that there are many people who are dedicated to helping you succeed. The Division of Student Affairs and Enrollment Management is dedicated to supporting the academic mission of the institution by enriching the overall student experience. Please take the opportunity to explore our departments, programs and services. Our staff provides a dynamic array of quality leadership and involvement opportunities as well as support services for our student population.

In addition, this handbook contains vital information to assist you in your matriculation at LOL College and provides you with the answers to most of your questions regarding policies and procedures, including contact information for the various departments. Please let us know when you have questions and how we can enhance your collegiate experience. I look forward to the opportunity to meet you throughout the school year.

Sincerely-  
Alison Wells, Ed.D  
Dean of Students, Student Affairs

*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 1923, 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 1,700 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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## **1.0 College Mission Statement**

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

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

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

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*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.*

### **1.0.1 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.

### **1.0.2 Institutional Goals**

- a. Incorporate the Franciscan values of service, reverence and love for all life, joyfulness of spirit, humility, justice and the spirit of *Ex Corde Ecclesiae* into all facets of the educational process and functions of the College.
- b. Provide programs of study, particularly in the health sciences, that contribute to fulfilling societal needs.
- c. Emphasize academic excellence in programs and degrees.
- d. Cultivate a student-centered environment that promotes a holistic approach to student growth and development.

- e. Enhance knowledge and thinking in support of further study and advanced education in the health sciences, as well as in the pursuit of life-long learning.
- f. Foster an engaged community of civic-minded scholars that encourages a culture of social responsibility and service.
- g. Cultivate, among all campus constituents, a desire to understand, a capacity for tolerance, and an ability to appreciate the ethnic and cultural diversity that make up humanity.
- h. Optimize the resources of the College.
- i. Expand the scale and scope of the programs and the communities the College serves.

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

## 1.1 Administrative Divisions

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

<b>President</b>	<b>Academic Affairs</b>	<b>Student Affairs</b>	<b>Graduate Clinical Education</b>
5414 Brittany Dr. 225-768-1710	5414 Brittany Dr. 225-768-1761	5421 Didesse 225-490-1620	5220 Essen Lane 225-214-6988

## 1.2 Civility, Respect and Human Dignity

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

### 1.2.1 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.

### **1.3 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 undertaken at OLOL College.

### **1.3.1 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.

### **1.3.2 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.**

### **1.3.3 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 HIPAA 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.**

## **1.4 Non-Discriminatory Policy**

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

If a student believes that he or she has been discriminated against on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, pregnancy status, or military status, that student should report the matter to the

Vice President of Student Affairs, who will seek to assist the student with the resolution of the complaint as described in the complaint procedure (See Sec. 1.10).

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 Associate Dean, Student Services who is located in the Office of Student Services (See Sec. 2.2).

Revised: August 2, 2004

## 1.5 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 Institutional Effectiveness Director 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 Institutional Effectiveness Director.

**Institutional Effectiveness**  
5414 Brittany  
Baton Rouge, Louisiana 70808  
225-768-1725

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 Institutional Effectiveness Director is unavailable or inappropriate to contact, the written complaint may be submitted to the Vice President of Student Affairs and Enrollment Management.

The procedures for preparing and submitting a complaint are found in Section 1.9.2 of this handbook.

### **1.5.1 Clery Act**

The Clery Act is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation. The Violence Against Women Act was strengthened and reauthorized in 2013. The 2013 bill included what is known as the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

The Campus Health & Safety Director serves as the Campus Security Authority (CSA).

### **1.5.2 Domestic Violence or Relationship Abuse**

When you suspect or become aware that a student or employee is dealing with domestic or relationship violence, a referral is clearly indicated for the victim's emotional support. Students should be referred to a Licensed Professional Counselor in the student counseling services. Employees are to be referred to the Employee Assistance Program (EAP). Contact your supervisor or the HR representative to obtain more information regarding the EAP process. In addition to these referrals, a 24 hour statewide hotline for IRIS Domestic Violence Program is available by dialing 1-888-411-1333.

Encourage the victim to report the abuse to the police. Police reports are required to document the need for a protective order, commonly referred to as a restraining order. If a protective order is in place and the victim has concerns regarding his/her safety while on campus the Campus Health & Safety Director should be notified. The Health & Safety Director will offer to meet with the victim in order to involve Lake Security

and extra-duty police as appropriate and needed. Copies of the protective order, perpetrator's photo and vehicle description as well as the victim's on-campus schedule will be provided to Lake Security, extra-duty police and to appropriate faculty and staff on an as needed basis in an effort to better protect the victim.

### **1.5.3 Sexual Offense Policy**

The College prohibits sexual offenses including but not limited to: domestic violence, dating violence, sexual assault and stalking.

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner to the victim, by a person with whom shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under domestic or family violence laws of the jurisdiction.

The term "dating violence" means violence committed by a person –

- (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim ; and
- (B) Where the existence of such a relationship shall be determined base on a consideration of the following factors:
  - a. The length of the relationship.
  - b. The type of relationship.
  - c. The frequency of interaction between the persons involved in the relationship.

The term "sexual assault" includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress.

Any student or employee who reports being a victim of domestic violence, dating violence, sexual assault, or stalking will be provided a written explanation of the rights and options for victims (to notify or decline notifying law enforcement as well as availability of existing counseling, health, mental health, victim advocacy, legal assistance and other services available on campus or in the community). Information will be provided on how OLOL College will protect the confidentiality of victims.

If you are raped or sexually assaulted, you are advised to do the following:

1. Get to a safe location
2. Call 911 to file a police report or call Lake Security at 765-8825

3. Get medical attention, but do not bathe, change clothes or otherwise clean up until proper health care and law enforcement officials have talked to you and treated you.
4. Students are urged to notify the Dean of Student Affairs at 768-1713 so that appropriate actions can be taken.
5. Victims of sexual offenses have the option to decline reporting

If you are a victim of domestic violence, you are urged to notify the Dean of Student Affairs at 768-1713 for support, counseling referral and options to notify law enforcement and receive information regarding orders of protection. Victims have the option to decline reporting

Procedures for on campus disciplinary actions in cases of alleged sexual offense include the following:

1. Survivors shall be notified of their options to notify law enforcement
2. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding (including advisor of their choice).
3. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought.
4. On and off campus counseling is available for victims of sexual offenses.
5. The institution will consider reasonable academic accommodations to the victims of alleged sexual offenses. Survivors shall be notified of the options for changing academic situations.

Sanctions imposed by OLOL College for rape, acquaintance rape or other sexual offenses (forcible or non-forcible) following an on campus disciplinary procedure may include disciplinary dismissal.

Disciplinary decisions may be appealed.

## **1.6 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. 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 the eligible student or the student's parents if the student is under the age of 18 rights of access to educational records and partially protects students from the release and disclosure of those records to third parties. The term "educational records" is defined as those records that contain information directly related to a student and which are maintained by and educational agency or by a party acting for the agency or institution. (US Department of Education FERPA General Guidance for Students).

Information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if educational records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

### **1.6.1 Access to and Review of Student Records**

Only persons who have a legal right in accordance with the law to access educational 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, parents of a student under the age of 18 or the “eligible student”. The eligible student or the parent of a student under the age of 18 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.

### **1.6.2 Students' Rights Concerning Educational Records**

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 be given the opportunity to inspect and review educational records within 45 days of receipt of the written request. If the eligible student or the parent of a student under the age of 18 lives out of state or is for some reason unable to come in to view educational records a copy of the educational records will be provided or some other arrangement made by Our Lady of the Lake College. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- (2) An eligible student, or the parent of a student under the age of 18, has the right to request that inaccurate or misleading information in his or her educational record be amended. And while Our Lady of the Lake College is not required to amend educational records in accordance with an eligible students', or the parent of a student under the age of 18's request, it is required to consider the request. A student who wishes to ask the College to amend a record should write the Registrar, 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 of the right to a hearing. If, as a result of the hearing, OLOL College still decides not to amend the record, the eligible student or the parent of a student under the age of 18 has the right to insert a statement in the record setting forth his or her views. This statement must remain with the contested part of the eligible student's record for as long as the record is maintained.
- (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, auditor, 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. Other examples of when the College is able to disclose personally identifiable information from an educational records will include but are not limited to: another school where the eligible student seeks or intends to enroll; in connection with financial aid the student has applied for or has received; to the parents of “dependent student”; to appropriate parties concerning health or safety emergencies; appropriately designated “Directory Information”- information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed (i.e. name, address, email address, telephone listing, photograph, date and place of birth, major field of study, grade level or year – freshman, junior – and enrollment status – undergrad, grad; full-time, part-time). Public notice must be given of disclosure of directory information.

- (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:**

<http://www.ololcollege.edu/offices-services/office-of-the-registrar/forms>

**Records may be accessed in the Office of the Registrar located in the Student Services Building at 7525 Picardy Drive, Baton Rouge, LA 70808, 225-768-1719.**

Revised August 2015

## **1.7 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

## 1.8 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 coach, 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) 1.12, 1.13, 1.14).

#### **1.8.1 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.

#### **1.8.1.1 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.*

#### **1.8.1.2 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.

#### **1.8.1.3 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](mailto:@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?

 

What is your program of study?

### 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.*

## 1.9 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.

### 1.9.1 Student Complaint and Grievance Policy Statement Complaints

Our Lady of the Lake College is committed to providing an environment supportive of student achievement. Academic, Administrative and Student Support Services share that commitment in the provisions of all programs and services. As we seek to be better, students, faculty, staff, and all other stakeholders are encouraged to share their reasonable complaints. There are multiple ways concerns can be communicated and addressed:

***Day-to-Day Issues.*** All College administrators, faculty members, and staff members are open to any stakeholder's suggestions and sensitive to individual concerns. Hence, the College always endeavors to address day-to-day complaints and rectify problems as directly and quickly as possible.

***Referred, Actionable Issues.*** Sometimes individuals wish to call attention to matters that are more complex. That is, ones that do not lend themselves to immediate solutions but neither do they rise to the grievance level (see below). In such cases, the College encourages all stakeholders to share such complaints and concerns. Expressed concerns for which follow through would be feasible and expected may be submitted via <http://www.ololcollege.edu/complaint-and-grievance-policies-and-procedures> as a complaint. Alternatively, a complaint from any College stakeholder may be submitted in writing to any employee of the College.

Upon receipt of a complaint or concern, the appropriate College individual will:

- Initiate an inquiry or investigation into appropriate/actionable complaints or concerns or designate the appropriate party to do so;
- Inform the complainant of how the complaint was investigated, and describe any subsequent actions or recommendations that may result;

- File all material related to the complaint with the appropriate Administrative Assistant in the Office of Academic Affairs or Student Affairs and Enrollment.

*NOTE: The College administration also 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.*

**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 and must follow the established grievances policy.

### **1.9.2 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 Vice President of Student Affairs and Enrollment, at the Student Services Building, 7525 Picardy Drive, Baton Rouge, LA 70808.

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

- 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.
- 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.
- The Vice President of Student Affairs and Enrollment 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.
- The student submitting the written statement of complaint/concern will receive written notification of action taken to address the complaint/concern from the Vice President of Student Affairs and Enrollment within 5 working days of the statement being received.
- 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.

### **1.9.3 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 1.9.4)*. This includes grievances by students based 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 Vice President of Student Affairs and Enrollment will be **required**. To prepare a written grievance, the student must follow steps “a” through “c” listed in 1.9.2. 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 Vice President of Student Affairs and Enrollment office. The Vice President of Student Affairs and Enrollment 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 Vice President of Student Affairs and Enrollment will be final.

### **1.9.4 Student Grade Appeals Policy**

Our Lady of the Lake College recognizes that grades should represent a fair and equitable evaluation of how well students have achieved the expected learning outcomes of a course, an assignment, an exam, or an activity. Students have the right to know how their work in a course will be evaluated and how those evaluations will determine the course grade. The following information should be available to students in every course, from the first class day:

- In the department syllabus and/or instructor’s supplement to the department syllabus:
  - Explanation of how the final course grade will be determined
  - Due dates for any work that will be evaluated
  - Explanation of how and when graded work will be returned to students and how students can monitor their course performance
  - Guidelines for discussing a grade if the student thinks it is inaccurate
- In the department syllabus and/or as part of the assignment or activity that will be evaluated:

The criteria that will be used to evaluate the assigned work

Appeals of exam, assignment, or activity and final course grades must be made no later than one (1) week after the grade is posted on the course management system or returned to the student, unless the course syllabus stipulates different guidelines.

In all cases, the appeal process must begin with a discussion of the grade between the student and the instructor. If the discussion does not resolve the issue, the student may continue the appeal process. For further details, contact the division chair listed on this syllabus or access a copy of the policy and form by clicking [here](#).

#### **1.9.4.1 Final Grade Appeals Policy**

Final decisions on final grade appeals will be made at the school level and by the appropriate dean. A dean’s decision regarding a final grade appeal is final and may not be appealed further.

Final grade appeals must be initiated with the director of the program in question by filing a Grade Appeal form no later than one (1) week following the last day final grades may be submitted.

Program dismissal related to or based on grades or grade point average deficits may only be appealed to the appropriate school dean.

### **1.10 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. Possession of tobacco products, including e-cigarettes, chews, snuffs, dissolvable products and/or smoking on any College grounds (all buildings and grounds owned or leased by Our Lady of the Lake College or part of its clinical use) is strictly forbidden
- b. Demonstrating respect for the rights and property of other individuals on campus and in the classroom is expected.
- c. Disrupting others is not tolerated.

- d. Learning is an interactive process whereby the students and faculty work together to achieve the desired results. Attendance in class increases the student's likelihood of being successful in college courses. Therefore, attendance in all theory, laboratory, and clinical sessions is expected. Faculty will monitor attendance. There may be Financial Aid implications related to excessive absences. Specific attendance requirements are defined by course instructors. Students are expected to be on time and prepared for classes. Faculty reserve the right to restrict classroom entrance once class begins.
- 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 OLOL College at 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. Using the College portal with sufficient frequency to provide reasonable assurance of success in distributive learning courses is required.

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

### **1.11 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 (1.3.1) 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 or 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. Sexual assault or 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. Stalking behavior directed at an individual that would cause a reasonable person to either fear for his/her safety, the safety of others and/or suffer substantial emotional distress.
- f. 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.
- g. 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.
- h. 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.
- i. Unauthorized use of computer account(s), computer data files and/or computer facilities/labs.
- j. Unauthorized use of or entry into College facilities.
- k. Attendance at, or participating in, any clinical, classroom or College activity when under the influence of any mind altering substance or impairment.
- l. Disorderly conduct or lewd, indecent, or inappropriate behavior.
- m. 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.
- n. Possession or use of alcoholic beverages on College-owned or controlled property or at College-approved or supervised functions.
- o. Possession of firearms, knives, and weapons on the College campus and at other sites where College work or activities take place.
- p. 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".

## **1.12 Dishonesty**

Dishonesty is a clear breach of 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.

### **1.12.1 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.

### **1.12.2 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.

### **1.12.3 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
- c. Using another writer's exact words without quotation marks and appropriate documentation:
- d. Paraphrasing another writer without proper acknowledgment and documentation:
- e. Summarizing another writer without proper acknowledgment and documentation
- f. Any other attempt to mislead an instructor regarding one's performance, activity, or participation.

**1.13 General 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 integrity (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 Vice President of Academic Affairs 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.

#### **1.14 Disciplinary Procedures for Misconduct (including 1.12, 1.13, 1.14)**

**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 Vice President of Academic Affairs or the Dean of Students 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. Academic related violations will be referred to the Vice President for Academic Affairs? The written report regarding all other non-academic issues will be referred to the Dean of Students. This report must be received within five working days of the alleged misconduct.
- b. The Vice President of Academic Affairs or the Dean of Students will confer with the program or service unit involved and 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, Vice President of Academic Affairs or the Dean of Students 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 Vice President of Academic Affairs or the Dean of Students determines the disciplinary sanction. Within ten working days of receiving the student's response, the student will be notified in writing of the action to be taken. This action is not appealable.

##### **1.14.1 Due Process for Misconduct (including 1.11, 1.12, 1.13, 1.14)**

If the student contends that a regulation *has not* been violated, the Vice President of Academic Affairs or the Dean of Students 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 and in cases of sexual offense, the accuser and accused, 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. Students must give at least 3 days advanced notice if they are to present any witnesses
- f. **Advisors:** Attorneys or any other spokesperson are not allowed to represent individuals at the proceedings; however, the student and in cases of sexual offense, the accuser and the accused, may request a College faculty member or student to attend the hearing in an advisory role.
- g. **Written Decision:** The student and in cases of sexual offense, the accuser and the accused, is given a written description of the proceedings.

#### **1.14.2 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 Dean of Students 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 Dean of Students will call and conduct the initial meeting until a Chairperson is elected.
- c. The Committee will inform the Dean of Students if legal counsel is desired or required.

#### **1.14.3 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 Vice President of Student Affairs and enrollment 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.

### 1.15 Academic Status:

Progression and Non-Progression statuses are used by some programs as a benchmark for student success. Each program defines Progression and Non-Progression requirements differently. These requirements can be found under each program

heading in the College Catalog. Progression and Non-Progression statuses, while part of the student's permanent record, are not printed on the student's transcript.

- a. Progression status designates an enrollment status whereby the student is satisfactorily completing their program of study in a time-frame determined to be appropriate by the student's program and is eligible to continue their enrollment.
- b. Non-Progression status indicates a student is not completing their program of study in a timely and/or satisfactory manner as determined by the student's program or by the Governing Board over that program's profession. Non-Progression may restrict which courses are available to the student, as well as their expected completion date. Student's who resolve Non-Progression issues will be placed back into progression upon notification to the Registrar by the student's program or the program's Governing Board.

### 1.15.1 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 overall 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 twelve credit hours in the fall or spring semesters and six credit hours in the summer. If after the first semester on probation the student achieves a semester GPA of 2.0 or greater, the credit hour restriction may be lifted upon recommendation of his/her academic advisor. Any student on academic probation must see an advisor each semester that he/she is on probation.

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

1. When his/her overall GPA is below 2.0
2. When he/she is admitted on probation from another institution
3. When he/she is a re-entering student whose last academic status was probation
4. When he/she is re-entering student after academic suspension

To remain eligible to enroll in courses while on academic probation, a student must achieve at least a 2.0 semester GPA. Once on academic probation, a student will remain on probation (as long as each semester GPA is at least 2.00) until an overall GPA of 2.00 or higher is achieved. Academic probation status will be posted on the student's academic record. Failure to achieve a 2.0 or greater semester GPA results in suspension.

### 1.15.2 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 in which the student is ineligible to continue enrollment in the College. A student will be dismissed from the College if he/she has been suspended three times. Academic dismissal will be posted on the student's academic record. Revised 7.09

**c. Dismissal for Non-Academic Reasons:**

Students who commit any of the following acts may be dismissed from the College according to the procedure for disciplinary dismissal:

- academic dishonesty
- plagiarism
- falsification of information given on official school documents
- falsification of records regarding patient care
- unauthorized possession of an examination
- illegal possession, use, sale or distribution of drugs
- illegal possession of weapons
- theft
- commitment of any act which would result in ineligibility for licensure or certification
- participation in cheating or lying in reference to clinical or classroom assignments
- chemical impairment in the school/clinical setting
- conduct which is inappropriate for either clinical or classroom environments (e.g., abusive language, threats, assault)

- and battery, disruptive talking)

*This list is not meant to be all-inclusive, but serves to identify examples of behaviors that warrant disciplinary dismissal. See Section 1.14 - misconduct.*

### **Appeal Rights for Dismissal for Non-Academic Reasons**

Program dismissal appeals for dismissals not due to a course grade or overall GPA will be heard by an appeals committee convened by the Dean of Students, Student Affairs. This appeal recourse is available only to students dismissed from programs for student misconduct reasons (that is, reasons exclusive of those related to grades or GPA deficits). Students must initiate this process via a letter to the Dean of Students, Student Affairs, clearly stating the reason for the dismissal, within two weeks of the dismissal notice.

## **1.16 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 Affairs. 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, Franciscan Scholarship Recipients.

## **Section II Student Support Services**

### **2.0 Purpose Statement**

Student Affairs, in collaboration with other administrative and support services, is committed to providing a holistic approach to personal counseling, career counseling, student development and academic coaching. Students served by this office are respected and treated in concert with the ideals and values of the Franciscan Missionaries of Our Lady. Student Affairs 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 Affairs is comprised of the following student-centered areas: Counseling Services, Student Development, Career Services, Academic Coaching, Tutoring and Disability Services.

Counseling Services 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 career, personal and mental health 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, Student Government, Student Organizations, Student Ambassadors, Campus Ministry, Leadership Programs, Job Fair, Peer Tutoring, Mentoring and Civic Engagement.

Academic Coaching provides tools for academic success. Each student is provided with the opportunity to meet individually or in groups with an Academic Coach coaching in such areas as, Learning Styles, Note Taking Skills, Technical Reading Strategies, Test taking skills, Study Skills, Time Management, Organizational Skills, etc. In addition Peer Tutoring is provided for students in all pre-requisite areas of study. There are also tutors available in limited specific areas of clinical studies such as nursing and clinical lab sciences.

### **2.1 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 are not paid back. The maximum amount of a grant is \$1,000.00 but must be appropriate and reasonable to need and circumstance. The St. Francis Fund includes revenues generated by a permanent twenty-five cents

per credit hour student fee assessment and campus community contributions by faculty, staff, alumni and friends of the College. The St. Francis Fund is maintained as a College-restricted fund in the OLOL College Foundation.

### **2.1.1 Procedures for Administration of the St. Francis Fund:**

Student completes a “**Request for Emergency Relief Funds Form**” available from the office of the Student Affairs. The completed form and supporting documentation (requested on the form) are submitted to the Dean of Students or the Associate Dean of Students, Student Affairs. (Contact 225-490-1620 for more information).

As soon as possible after receipt of the request, the Dean of Students or the Associate Dean of Students reviews the application, supporting documentation and academic status. To be eligible to receive St. Francis Funds, the student must be in good standing.

Revised July 31, 2006

The Dean of Students or the Associate Dean of Students 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 Students or Associate Dean of Students recommends approval or denial of the request, based on analysis of all supporting information within a context of basic human needs and achievement of educational goals. If the request is approved, the Vice President of Student Affairs and Enrollment determines the amount of Emergency Relief Funds to be awarded and the method of disbursement.
- b. A representative of the Vice-President of Student Affairs and Enrollment notifies the student of disposition.
- c. Upon approval of Emergency Relief Funds, the student picks up the check from the Vice-President of Student Affairs and Enrollment Office or requests that the check is mailed to the student.

## **2.2 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 free and equal access for qualified individuals with disabilities. Students with Disabilities must self-identify with the Disability Services Office.

### **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 Associate Dean, Student Services. Student Services is located at 7525 Picardy, Baton Rouge, LA 70808.

### **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**

Associate Dean, Student Services  
Student Affairs  
5421 Didesse – Suite A  
Baton Rouge, LA 70808  
(225) 768-1724

## **2.3 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. Specific Information on Student Organizations can be found on the OLOL College website. Click on “Current Students”, then on “Student Organizations”. <http://www.ololcollege.edu/current-students/student-organizations>

### **2.3.1 Student Government Association**

#### **2.3.1.1 Beta Epsilon Fraternity of Radiologic Technology Students**

#### **2.3.1.2 Beta Sigma Mu (Biology and Human Medicine)**

#### **2.3.1.3 Catholic College Student Association**

#### **2.3.1.4 Clinical Laboratory Science Association**

#### **2.3.1.5 Franciscan Student Fellowship**

#### **2.3.1.6 Intensive Care Earth (ICE)**

### 2.3.1.7 Professional Fraternity of Phi Theta Alpha

### 2.3.1.8 Student Association of Respiratory Therapists

### 2.3.1.9 Student Nurses Association

### 2.3.1.10 The American College of Healthcare Executives

### 2.3.1.11 Up 'Til Dawn

## 2.3.2 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, Affairs, the students will be requested to submit a draft of the proposed bylaws. The Dean, Student Affairs, will recommend approval to the Vice President of Student Affairs and Enrollment. The By-Laws will then be approved by the Vice President of Student Affairs and Enrollment 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.

## 2.3.3 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.

## 2.3.4 Supervisory Role over Student Activities

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

Activity	Assigned to
Student Government Association Activities	SGA Advisor will be the Dean of Students, with assistance from the Associate Dean of Students. One must sign all payment authorization vouchers (PAVs) for SGA and approve all Activity Forms
Professional Organization Activities (ACHE, AFFS, BE, BSM, FSF, CLS, CCSA, CAA, PTA, SART, SAST, SPNA, SNA and UTD)	Faculty/Staff Advisors must sign all PAVs, triplicate, for Student organizations and approve all Activity Forms
<i>Latest at the Lake</i> (online newsletter)	Civic Engagement coordinator

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

**2.3.4.1 On Campus:**

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

**2.3.5 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 itemized 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 approved event via the activity form.
- 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 and W-9 form 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 Thursday. 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.

- a. Check requests being for funds issued to an individual must include their student ID number. Check requests for disbursement to a company must include a completed W-9 form.

\*\*\* 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

Revised: 6/20/13 Dean, Student Services

**2.3.6 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 non-clothing) 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 i.e. football boards, etc. 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

## 2.4 Student Ambassadors

**Description:** Student Ambassadors serve as official college ambassadors at formal college functions. Membership in this group reflects dedication to serving the college, leadership and academic excellence. For more information contact the Student Development Specialist (225-768-1774).

### **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 recourses.
7. Able to coordinate any work commitments and Student Ambassador responsibilities.

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

## 2.5 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.**

### 2.5.1 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 States Department of State, the host country or other recognized international organizations.
- h. **Alcohol and Illegal Drugs.** Please read Section 2.10.9 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 2.17 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.

### 2.5.2 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.

### 2.5.3 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.

**2.5.4 Safety Requirements**

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

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

**2.5.5 Safety Recommendations**

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

- a. Begin the trip well rested.
- b. Plan routes in advance, and carpool and caravan where possible.
- c. Divide the trip into segments, stopping for rest as necessary.
- d. 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.
- e. Establish a reasonable departure and arrival time to and from the activity or event.

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

#### **2.5.6 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.

#### **2.5.7 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**

#### **2.5.8 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**
- e. **Excursion/field trip waiver of liability and hold harmless agreement**
- f. **Document check list**

## **2.6 Health and Safety**

### **2.6.1 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.

### **2.6.2 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 nurse as well as student health records are completely confidential.

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

### **2.6.3 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.

#### **2.6.3.1 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, Varicella 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. 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.

#### **2.6.4 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 all students.** The required proof is to be submitted to the Office of Health & Safety following receipt of your acceptance letter from the Admissions Office. The immunization form available to all applicants describes the

College requirements. **An Immunization FAQ document is available on the College website.**

**\*Meningitis vaccine is required for Physician's Assistant and Clinical Laboratory Students.**

#### **2.6.5 Student Health Insurance**

LOL 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.

#### **2.6.6 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.

#### **2.6.7 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.

#### **2.6.8 Student Health Records**

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

#### **2.6.9 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 two years following the last semester enrolled at Our Lady of the Lake College. **Hard copy health documents** stored longer than this two-year period will be destroyed.

## **2.6.10 Procedure for Release of Student Health Information and Records**

*Applies to All Students*

### **2.6.10.1 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).

### **2.6.10.2 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 Campus Health and Safety nurse completes the request in a timely manner. The Campus Health and Safety nurse signs the summary record.

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

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.

Currently enrolled students may print their health summary from Web Services. Go to Communications and select Health & Safety Compliance Report.

## **2.6.11 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.

### **2.6.11.1 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 (Quantros). Contact the Office of Health and Safety at 225-768-1755.

#### **2.6.11.2 Serious Injuries or Illness**

- Make arrangements for providing first aid.
- Call "911" for serious injury or life threatening situation.
- Contact Security (225-765-8825)
- Notify the Director of Health and Safety (225-768-1755) or the Vice President of Student Affairs and Enrollment (225-768-0810)
- If the injured person is experiencing severe pain or possible fracture, the person is not to be moved except to increase the individual's safety.
- Administer CPR if breathing is inadequate or absent, or if there is no pulse.
- Pending the individual's consent or in cases where the person is incoherent or unresponsive, the person will be transported by EMS to Our Lady of the Lake Regional Medical Center Emergency Care Unit – Faculty and Staff members, or students are not allowed to transport individuals to the Emergency Room
- A College Incident Report must be completed in QUANTROS 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)

#### **2.6.12 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. Following 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.

### **2.6.13 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.

## **2.7 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.

### **2.7.1 Immunizations**

#### **2.7.1.1 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 all students.** The required proof is to be submitted to the Office of Health & Safety following your acceptance letter from the Admissions Office. The immunization form available to all applicants describes the College requirements. **An Immunization FAQ document is available on the College website.**

**2.9.1.1.1** Meningitis Vaccine is required for all Physician Assistant and Clinical Laboratory Students.

**2.7.1.2 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.

**2.7.2 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 BSN, PA, RADT, RESP and CLST programs. Your health packet will describe this requirement in more detail.

**2.7.3 Waiver of Immunization for clinical students**

Clinical students may request a waiver of immunization requirements for medical or religious reasons by completing a request for exemption form available from the Office of Health & Safety. Requests for exemption will be considered on a case by case basis and will require students to provide supporting documentation for the request and meet with a College President designee. The President's designee will make a recommendation to the President to approve or deny the request. The President's decision is final. Students should understand that if the exemption is approved, clinical placement may not be guaranteed.

#### **2.7.4 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.

#### **2.7.5 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 continuing clinical students must submit the results of appropriate screening for TB **annually** to the Health and Safety Office.

Some clinical sites may additionally require the TB skin test to be repeated within six weeks of the clinical assignment.

#### **2.7.6 Influenza Vaccine**

All students in programs providing direct patient care must have current influenza vaccine. The flu vaccine must be updated annually

#### **2.7.7 Hepatitis B Vaccine**

All students enrolled in clinical courses must receive the first injection of the hepatitis B 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 B series through a clinic or private physician and must submit documentation of the immunizations to the Health and Safety Office. Students may also receive the hepatitis B vaccine series at a discounted rate through the Total Occupational Medicine Clinic, call 225-924-4460 for more information. Students must follow the 6 month schedule recommended for completion of this immunization series to remain in compliance with this requirement. If documentation of the three dose series is not available, a lab test for proof of immunity (Hepatitis BSA) will be required.

#### **2.7.8 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 drug screening costs will be included in the student's fees. All students as a condition of 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 (2.9.12) for “Students who fail a College mandated drug screen or criminal background check”.

### **2.7.9 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 the 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 American Heart Training Center). If students are interested in this online method for renewal of CPR certification, please contact the Training Center at (225) 768-1762.

### **2.7.10 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 required 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.

#### **2.7.11 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.

#### **2.7.12 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.

### **2.8 Drug and Alcohol Policy**

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

The College has developed its policy not only in response to the federal drug free legislation, but also to attempt to provide a healthy environment by preventing the use or abuse of illegal drugs or alcohol within the College

community. The College requires the cooperation of the entire campus community in its pursuit to maintain a drug-free environment in all phases of campus life.

The faculty believe 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. Transportation by taxi to a designated drug testing center will be arranged as needed.

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 Affairs.

## **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.

### **2.8.1 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 an impairment, the student will be asked to submit to a drug screen or test of blood alcohol level.

**Procedure:**

1. The circumstances suggesting impairment should be immediately reported to the Director of Campus Health and Safety or administrative designee (Executive Vice President of Academic and Student Affairs/President) by any individual who observes impaired behavior.
2. 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.
3. Transportation by taxi to a designated drug testing center will be arranged as needed.
4. Utilizing protocol established at OLOLRMC, the student will submit to drug screening at the OLOLRMC Laboratory or Total Occupational Medicine Clinic (or other designated collection site).
5. 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.

**2.8.2 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:**

1. 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.
2. 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.
3. 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.

4. 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.)
5. 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.
6. Positive drug tests will be confirmed by an In-State Laboratory in accordance with OLOLRMC Laboratory procedure.
7. 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.
8. 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 listed on the LSBN Web site 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.
9. 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.
10. 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.
11. 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.

12. 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 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.

## **2.9 CAMPUS SAFETY AND SECURITY\***

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

### **2.9.1 Student Right to Know and Campus Security Act**

It is the policy of Our Lady of the Lake College to conduct all operations safely and to provide a healthy environment for students, faculty, staff and visitors. The policies, procedures and guidelines presented in this publication have been developed to assure this environment and to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and subsequent amendments.

The Clery Act is the landmark federal law, originally known as Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law was amended in 1992 to add a requirement that schools afford the

victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 200 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, “whistleblowers” and others from retaliation. The Violence Against Women Act was strengthened and reauthorized in 2013. The 2013 bill included what is known as the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking.

The Campus Safety and Security Booklet is published each summer by Our Lady of the Lake College Office of Health & Safety. It includes 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. Also included are the statistics of incidents of sexual assault, domestic violence, dating violence and stalking.

This booklet also includes a guide to campus security policies and procedures, drug and alcohol policies, campus emergency response, campus sexual assault programs, available resources both on and off campus and how to report a crime.

The booklet is distributed in hard copy at new faculty and new student orientations as well as at least annually to all campus constituents via mail. Prospective students may request a copy of the booklet and it is available on the college website.

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.

### **2.9.2 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 Affairs 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 Affairs has developed an Emergency Protocol Procedure that will be reviewed and revised annually and implemented immediately. (Procedures may be periodically changed if necessary).

#### **2.9.2.1 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).

#### **2.9.2.2 Protocol for Regular Working Hours (8AM to 5 PM).**

1. During this time, students can be referred to Counseling in Student Affairs for immediate action. If an instructor makes the referral, documentation must be so indicated on the student's Referral Form. A copy of the Referral Form will be kept in the student's confidential file.
2. 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.
3. 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).
4. If the Student Services Counselor needs assistance from Lake Security, a call will first be made to Security at 225-765-8825.
5. Follow-up sessions with the student will be required.

#### **2.9.2.3 Protocol for After Working Hours. (On-Duty OLOLC Police Office 225-202-7890)**

1. If any Student Affairs 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 Affairs at 225-200-7804 if necessary. The Associate Dean, Student Affairs may also be contacted at 225-200-7804. An Initial Intake Information Sheet must be completed by the student as soon as possible.
2. If the student needs referral beyond the services of Student Affairs, the Student Affairs Counselor will

immediately get all of the information necessary from the student so that an appropriate referral can be made.

3. 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, Student Affairs at 225-200-7804 or the Associate Dean, Student Affairs at 225-200-7804.
4. If self or other destructive behaviors occur, the Student Affairs Counselor who has been contacted will go to the appropriate location. The Student Affairs 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.
5. Follow-up sessions with the student will be required.

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

1. Death of a student (on or off campus)
2. Attempted suicide
3. Life-threatening injury/illness
4. Sexual assault
5. Mental health crisis (due to dismissal or related incidents – clinical/nonclinical)
6. Drug/alcohol overdoses
7. Campus disturbances – riot
8. Contacting students in cases of family emergency
9. Fire/explosion with injuries or significant damage
10. Natural disasters
11. Car or Airplane accident during Student Organization trips
12. Infectious disease

13. International hostage situation
14. National or local emergency

#### **2.9.2.5 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.

#### **2.9.2.6 Action Steps for the Office of Student Affairs to take Following**

##### **Critical Incidents:**

1. 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 or assessed by COPE or a mental health provider due to any Critical Incident occurrence.
2. Enter into discussions with Administration and Lake Security following any Critical Incident occurrence. Clear guidelines of responsibility and communication must be developed. The Staff of the Office of Student Affairs must be active in said discussions, too.
3. 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 Affairs will be provided to all faculty and staff – particularly if any phone numbers for emergency contacts are changed during a semester.
4. Staff in the Office of Student Affairs will effectively communicate the on campus services available to deal

with the many different types of problems that may occur.

5. Staff in the Office of Student Affairs must create a strong 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.
6. Staff in the Office of Student Affairs must be willing to annually evaluate and update resources for both faculty and staff to use in the future:

### **2.9.3 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:

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

### **2.9.4 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.

Additionally, an extra duty Police Officer is available for campus emergencies from 8:00 AM until 9:00 PM Monday – Thursday, 8:00 AM until 4:00 PM on Friday, and 12:00 PM until 6:00 PM on Saturday and

Sunday. Hours are subject to change. The extra duty Officer may be reached directly by dialing 225-202-7890.

### **2.9.5 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 several 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.

### **2.9.6 Evacuation**

The first priority during an emergency is protecting the health and safety of everyone in the facility. Evacuation is a common means of protection during an emergency. In the event that an evacuation is necessary, all college buildings are equipped with emergency lighting and lighted exit signs. Exit routes are posted in hallways.

Hallways must remain clear and unobstructed at all times. If an evacuation has been ordered, please notify those in neighboring offices, conference rooms and classrooms. As you exit the building, make sure rooms are evacuated and assist persons with disabilities. When you exit the building, assemble in the parking lot away from the building and assist in accounting for faculty, staff and students. Await clearance by OLOL Security before re-entering the building.

### **2.9.7 Designated Sheltering**

Certain rooms and/or hallways have been designated in each building to serve as designated shelter areas. These are indicated on the building's exit route maps. You may be directed to the building's "Designated Shelter" as a safer alternative than evacuating the building or remaining in a classroom or office during certain emergency situations, particularly severe weather emergencies and toxic chemical or radioactive material releases.

#### **2.9.7.1 Procedures**

1. Go to or stay inside the nearest building and seek appropriate shelter or the building's designated shelter area if so directed
  - a. In the event of a chemical release, go to an above-ground level of the building, since some chemicals are heavier than air and may seep into lowest level even if

the windows are closed. Turn off the heat, air conditioning or ventilation system, if you have local controls for these systems. Some buildings have ventilation systems that are controlled centrally by their Maintenance Department.

b. In the event of a tornado threat, go to the lowest level and stay away from windows.

2. Do not use elevators.
3. Close and lock all windows and doors.
4. In the event of a threat of violence, place a large piece of furniture against the door to barricade the door. Lie on the floor and stay down.
5. Quickly locate supplies you may need, e.g., food, water, radio, etc. Retrieve the disaster supply kit.
6. If possible, monitor for additional information via radio or television for further instructions.
7. Do not call 911 unless you are reporting a life-threatening situation. Call Campus Police at 225-202-7890 or Lake Security at 225-768-8825.

#### **2.9.7.2 Additional steps to be taken if materials are available:**

1. In the event of a chemical, biological or radioactive material release requiring Designated Sheltering seal doors and windows with duct tape and/or plastic sheeting.
2. Cover cracks under doors with damp towels.
3. If you are directed to shut off utilities, notify Plant Services at 765-8834 to perform that task.

#### **2.9.7.3 When “all clear” is announced by emergency officials**

1. Open windows and doors.
2. Turn on heating, air conditioning or ventilation system.
3. Go outside and wait until the building has been vented.

#### **2.9.8 First Aid and Disaster Supply Kits**

First aid kits and Disaster supply bags are located in each campus building. The building receptionist is responsible for the location of the disaster bag. The contents are restocked annually. The First aid kits can be accessed for any emergency. The disaster supply bags are to be accessed for shelter situations. The disaster supply kits include: AM/FM battery operated radio, heavy-duty flashlights, a two-way radio, duct tape, plastic sheeting, first aid kit and extra batteries.

#### **2.10 Tobacco Policy**

Our Lady of the Lake College is a tobacco free campus. The use of tobacco products including, but not limited to, cigarettes, cigars and pipe smoking and chewing tobacco is prohibited on the College property; Electronic cigarettes (E-cigarettes) and similar products are also prohibited. The property includes all buildings,

grounds and parking lots owned, leased or operated by OLOL College or OLOLRMC.

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.

#### **2.10.1 Disciplinary Procedure for Tobacco Violations:**

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

1. 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.
2. 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.
  - a. Upon first notice of a violation, the student will be notified that a verbal warning for smoking behavior was reported.
  - b. 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.
  - c. Upon third notice of a violation, the Dean of Student Affairs will be notified to refer the student for counsel 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 Vice President of Student Affairs and Enrollment with a recommendation for disciplinary suspension. The Vice President of Student Affairs and Enrollment will follow the procedures for misconduct.

#### **2.11 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.)

### **2.11.1 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.

### **2.11.2 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.

### **2.11.3 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.

## **2.12 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 limited 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.

### **2.12.1 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.

### **2.12.2 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.

### **2.12.3 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.

## **2.13 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:

1. The lines of communication as determined by the Administrative and Organizational chart will be followed to communicate the decision. The Disaster Plan Notification Tree operationalizes this plan and is updated and distributed electronically by the President's office in January and August of each year to all faculty, staff and administration.
2. A telephone call in center (225-490-1600) has been established as a means of campus community notification during emergencies.

**2.13.1 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:

1. A phone message will be placed on the main phone line as well as the emergency call in center (225-490-1600) by the Communication Team and updated as the situation demands.
2. College administration will make an effort to notify the public via notices through all local and regional media sources (College web page, campus e-mail, local television, radio, and newspaper) at the earliest time reasonably possible. The person notifying the media will request that the College's name (Our Lady of the Lake College) be correctly stated in the broadcasts.
3. 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.

## **2.14 Emergency Communications**

The College recognizes that no single technology is inclusive enough to notify all of the people all of the time. Because of this, we will use multiple technologies that are designed to overlap and complement each other. Notification will include: Text Messages to cell phones, Pop-Up Alerts to OLOL Network Computers (when available), campus wide email, disaster call tree, college website alert, emergency hotline message and public media.

### **2.14.1 Emergency Text Messaging**

The College participates in a text messaging notification process for alerting students, faculty and staff in the event of an emergency. An "emergency" means a situation that poses an immediate threat to the health or safety of someone on campus or in any of its offices located within the campus and that significantly disrupts campus programs and activities.

All OLOL College faculty, staff and students shall have the option to participate in the emergency notification system by receiving text messages to their phones. Participation means participants shall submit emergency notification information and update that information as provided in the College's emergency notification system policy and procedures. Faculty, staff and students who choose to receive text messaging will be responsible for fees charged by their cellular carrier. Students who provide a mobile phone number to the Registrar's Office will be enrolled automatically for this service.

### **2.14.2 Emergency Hotline (225-490-1600)**

The status of any campus emergency will be recorded on a dedicated voice mail box and updated as the situation warrants. Students, faculty and staff may dial the hotline number to hear the recorded message at any time.

### **2.15 Firearms and Weapons**

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

### **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, 5414 Brittany Drive. 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 Vice President of Student Affairs and Enrollees, 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 Students 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 Students, Student Affairs, 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. If you have any food allergies, please be sure to make those known to the food service venue (be aware that many of the products in the vending machines may be produced on the same line that produces peanut, dairy and gluten products).

### **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 Director of Campus Ministries. 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 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.

**2.21.10 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.

**2.21.11 Telephones**

Telephones are provided for student use in the student lounges.

**2.21.12 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.

**2.21.13 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.

**2.21.14 Littering**

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

**2.21.15 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.

**2.21.16 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.

**2.21.17 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.

**2.21.18 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.

**2.21.19 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.

**2.21.20 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.

**2.21.21 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 Health & Safety, 7525 Picardy Ave., 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 Health and Safety. If an identification badge is lost, it must be replaced and a \$10.00 replacement fee will be assessed.

#### **2.21.22 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.

#### **2.21.23 Valuables**

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

#### **2.21.24 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 2.23.23 of Student Handbook).