

## Overview of Student Handbook

The Student Handbook is an official statement of Our Lady of Holy Cross College's policies and procedures governing the various areas of student life. It is consistent with the College Catalog, but it is, in some respects, a fuller statement of the students' rights and responsibilities. In those areas where it is more complete, the additions and clarifications of the student handbook must be regarded as binding.

In those divisions where a handbook for the division exists, the additions and clarifications of the divisional handbook must be regarded as binding.

*Enrollment for classes at Our Lady of Holy Cross College in any semester constitutes each student's acceptance of the provisions of this handbook.*

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**New Orleans, LA 70131**  
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**1-800-259-7744**  
[www.olhcc.edu](http://www.olhcc.edu)

### ***A Ministry of the Marianites of Holy Cross***

Our Lady of Holy Cross College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033.4097 or call 404-679-4500 for questions about the accreditation of Our Lady of Holy Cross College.

The Business Degree Program of Our Lady of Holy Cross College Division of Applied, Natural, and Social Sciences are accredited by the [International Assembly for Collegiate Business Education](#) (Overland Park, KS 66225, telephone number 913-631-9154).

The graduate counseling program has three specialization programs: Clinical Mental Health Counseling, Marriage and Family Counseling, and School Counseling. All three specialization programs are accredited by the [Council for Accreditation of Counseling and Related Educational Programs](#) (1001 North Fairfax Street, Suite 510, Alexandria, VA 22314, telephone number 703-535-5990).

The Radiologic Technology Program of Our Lady of Holy Cross College is accredited by the [Joint Review Committee on Education and Radiologic Technology](#) (20 North Wacker Street, Suite 900 Chicago, IL 60606, telephone number 213-704-5300).

The Department of Nursing of Our Lady of Holy Cross College is accredited by the [National League for Nursing Accrediting Commission](#) ([www.nlnac.org](http://www.nlnac.org); 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; Phone: 404-975-5000, Fax: 404-975-5020) to award the baccalaureate degree.

The Education Program of Our Lady of Holy Cross College is accredited by the [National Council for Accreditation of Teacher Education](#) (2010 Massachusetts Avenue, N.W., Suite 500, Washington, D.C. 20036-1023, telephone number 202-466-7496).

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### ***Mission***

Our Lady of Holy Cross College participates in the teaching mission of the Catholic Church through the heritage and charism of the Marianites of Holy Cross. The administration, staff and faculty educate the minds and hearts of undergraduate and graduate students through dedicated service and innovative teaching methods. All are challenged to seek truth, goodness and beauty through critical thinking, research and dialogue. Called to be a prophetic presence in an ever-changing world, the College community shares its spiritual, material, and educational resources with all.

### ***Vision***

Our Lady of Holy Cross College, a ministry of the Marianites of Holy Cross, will be an excellent model of Catholic higher education in the Holy Cross tradition. At the heart of the College education will be an affordable, high quality liberal arts program providing the foundation for its professional and student life programs. These will be enhanced by the Catholic intellectual tradition while appreciating the value and wisdom of other religious traditions.

The College will provide an effective, comprehensive education to a diverse and multicultural student body that primarily resides in the greater New Orleans area. The College's faculty and staff will engage students in a relationship that fosters the intellectual and spiritual growth and development of the person through a combination of personal attention, innovative teaching, technological advances, and service to the community as servant leaders.

### ***History***

The history of Our Lady of Holy Cross College dates to the 1841 founding of the Congregation of the Marianites of Holy Cross by Fr. Basil Anthony Moreau at LeMans, France. Two years after their founding, some of the Sisters were ready to leave LeMans and set up foundations in the New World. In 1848, several Marianites accepted the invitation of Archbishop Antoine Blanc to come to New Orleans to work with the Holy Cross Brothers in administering the St. Mary's Orphan Boys Asylum. Soon the Sisters became disturbed at the plight of the young girls who were homeless and destitute as a result of yellow fever. In 1851, the Sisters began to build the Immaculate Conception Industrial School to instruct orphan girls. The site of this school was in the Ninth Ward. In 1866, this school evolved into the Academy of Holy Angels, a high school for young girls and the parent school of Our Lady of Holy Cross College. To prepare teachers for the many schools the Marianites opened in Southern Louisiana, the Louisiana State Board of Education in 1916 granted the Marianites the right to open a Normal School which functioned as Holy Cross Normal. This assured that the young students would be prepared according to the Louisiana State Norms of Education. In 1938, the Louisiana State Department of Education, again at the request of the Sisters, approved a program which would lead to the conferring of the Bachelor of Arts degree. The name of the school was then changed to The College Department of the Academy of Holy Angels, and the first graduation exercises were held in 1942. In 1947, the Ernest B. Norman family

presented to the Marianites a gift of forty acres on the West Bank of the Mississippi River to be used for educational and religious purposes.

In the early 1950s, lay women who were teaching in schools administered by the Marianites were admitted to the College. In the spring of 1960, the College moved to its new quarters and changed its name to Our Lady of Holy Cross College. In that year, the first lay student received her degree. In the early 1960s, women from both the public and the Archdiocesan schools began to enroll, and in 1967, the first men were admitted. The College was on its way to growth and expansion with this step into coeducation. A governing board of lay trustees was organized in the late 1960s according to the requirements of the Southern Association of Colleges and Schools. Until 1969, the office of President of the College was held by the Provincial of the Marianites. In that year, the two positions were separated, and for the first time the Board of Regents elected the President. In the spring of 1971, the first status report was submitted and approved by the Southern Association of Colleges and Schools. Between 1971 and 1980, the College grew in student numbers and added many new academic and professional programs to the initial Teacher Education curriculum. During this time the College received accreditation for a ten-year period from the Southern Association of Colleges and Schools. In 1975, Our Lady of Holy Cross awarded its first honorary degree, and, in 1991, the College celebrated its 75th anniversary. To synthesize the best use of faculties on the West Bank, Our Lady of Holy Cross College and Delgado Community College formed the West Bank Higher Education Union pledging cooperation, exchange of faculty, mutual support of programs, with detailed agreements for joint degree programs and joint use of libraries. The affiliation ended in 1993.

The first third of the 1980s saw two new steps taken by the College. In September 1983 the Louisiana State Board of Nursing approved a four-year baccalaureate degree program, which was initiated in the spring of 1984. In the fall of 1984, a Master in Education program was begun. A concentration in Counseling was offered through the Master of Education program until 1998 when a Master of Arts in Counseling was offered. The Thomas E. Chambers Counseling and Training Center was dedicated in 1998. Today, as in the past, the College continues to meet the growing needs of its students, the civic community, and the Marianite community itself. Rich in its past historical experience, the College looks to the future, professing a philosophy of education which seeks to guide the student toward self-realization and the development of the total person.

### ***Statement of Policy***

Our Lady of Holy Cross College is a community of individuals engaged in the task of a liberal arts education in order to lay a foundation on which all subsequent knowledge and experience can be erected. This community institutionalizes itself in order to enter into the process of self-directed search for knowledge and truth.

When a student enters the College, or when a person accepts a position on the faculty or staff of this institution, he/she relinquishes none of his/her rights of free

inquiry and expression, freedom of association, participation in institutional decision making, and the procedures of due process. These rights are the privileges for all to enjoy as the citizens of a free and democratic society. It is the role of each individual, but, more especially, the President and administrators to protect and safeguard the exercise of these rights.

- A. The College upholds and affirms the basic constitutional freedoms of religion, speech, press, peaceful assembly, and redress of grievances. Concomitant with these freedoms are responsibilities and obligations within the democratic structure. Any form of activity or behavior that interferes with the rights and freedoms of others must be considered a serious breach of these responsibilities and obligations. The academic community cannot accept coercion, harassment, verbal abuse, or violence as a viable means of dialogue or conflict resolution.
- B. Students, faculty, and staff shall be free to organize and join associations to promote their own interests.
- C. Students, faculty, staff, and all organizations shall be free to examine and discuss all questions of interest and to express opinions publicly and privately. It must be made very clear, however, that in any and every public expression or demonstration, students, faculty, and staff, as well as any organization, speak only for themselves and not for the College. Institutional control should not be used as a means of censorship.
- D. Students, faculty, and staff as members of the state and academic community enjoy the rights and privileges of such membership and are subject to the obligations which accrue to them by virtue of the membership. Institutional authority should never be used to duplicate the functions of civil law.
- E. Free discussion, inquiry, and expression in every course is encouraged. Students are free to take reasoned exception to the information or views offered in any course. Student performance is to be evaluated solely on an academic basis, and students are responsible for learning the content of any course of study.
- F. Before engaging in any form of evangelizing, catechizing, preaching, proselytizing, organizing of Bible study or prayer groups, selling and/or distributing religious literature, or conducting religious services on campus one must have the prior written authorization of the appropriate ecclesiastical authority and the express permission of the Campus Minister.

### **Violations of the Law**

By enrolling at Our Lady of Holy Cross College, individuals give up neither their rights nor their responsibilities as citizens. Neither does a student acquire any sort of special status which exempts him or her from the requirement of all citizens to

obey the laws of the land. In fact, a student is placed in a position of also accepting the rules and regulations of the institution in which he/she elects to enroll. Such rules and regulations as may be adopted by the College are for the benefit of an orderly academic community. There can be no conflict between college rules and regulations and law. A student who violates law, and at the same time is in violation of college rules and regulations, may expect to be dealt with by both civil authority and institutional authority, since each has its own jurisdiction and responsibilities.

## ***Enrolling at OLHCC***

### **Academics, Policies, and Procedures**

There are several departments on campus which are involved with students registering for classes. Each department has a vital function in this process, but all have different roles and procedures. As a student at Our Lady of Holy Cross College, it is advantageous for you to familiarize yourself with each department on campus to ensure a smooth experience.

### **Registration**

After you have completed one semester at OLHCC, you will have the option to priority register for courses for the following semester. The priority registration period is usually near the end of each regular semester. Students are responsible for checking the current semester bulletin for the dates of priority registration. In order to priority register, contact your academic advisor.

The Course Listing, showing all classes, times, and days of the week, is available online through Self-Service.

### **Schedule Changes**

Once you have registered for classes, you may change your schedule by either adding or dropping courses, however, you can only make changes to your schedule during the designated add/drop days indicated in the schedule. To make a change in your schedule, you are required to complete a Change of Schedule Form obtained from the Office of the Registrar or on-line through Self Service.

Refunds, during an identified refund period, are given for classes dropped and are prorated according to the date the drop was submitted for processing. Specific dates which correlate with the College refund policy are listed in the Course Listing.

In addition, it is important to understand that failure to attend a scheduled class does not constitute a withdrawal. All computations for refunds will be based on the official withdrawal date as shown.

### **Withdrawal**

Students who want to drop all of their classes need to do so through the Office of the Registrar. The institution does not withdraw students who stop attending classes.



**Change of Address Reporting**

Each student must keep the College informed of his or her current address. Failure to do so may cause you to miss important information for which you are held responsible.

If your address changes during the semester or summer session, the change should be reported immediately to the Office of the Registrar. The College will assume that all correspondence to a student has been delivered to the address currently on file unless it is returned to the College.

**Certification of Enrollment**

The Office of the Registrar handles requests for transcripts, official notification of enrollment status, veterans' affairs, and deferments.

**Transcripts**

The Office of the Registrar processes all OLHCC transcripts and unofficial transcripts are available through Self Service. Transcripts may be sent to other institutions upon written request of the student. The College does not honor telephone requests for transcripts. Transcripts must be requested from the Office of the Registrar in person, by mail, or online. Transcripts will be released only if all financial obligations to the College have been fulfilled.

**Grade Reports**

At the end of each semester, grade reports will be available through Self Service. No grades will be issued to students whose financial obligations to the College have not been met in full or whose admissions file has not been completed.

**Grade Appeal Procedure**

Errors in grades must be called to the attention of the Registrar within 15 working days from the date on which grades were issued. Grade appeals must be made within 30 days of grade reports. The student should first consult the instructor to discuss the situation and attempt to arrive at a solution. If the consultation proves unsatisfactory, the student may then submit a written statement of the problem to the head of the department through which the course is taught, along with a copy to the instructor. If the appeal is still not resolved, the student may then appeal to the Vice President and Dean of Academic Affairs by submitting a written request for a review of the problem. Copies of all materials that have been considered to date must be submitted to the Vice President and Dean of Academic Affairs. Failure to submit all documentation will result in the appeal not being considered by the Vice President and Dean of Academic Affairs. The decision of the Vice President and Dean of Academic Affairs related to the appeal is final.

**Course Load Limit**

To be classified as full time in fall or spring semesters, an undergraduate student must enroll in a minimum of 12 credit hours in a regular semester or at least six

credit hours in a summer term. To be classified as full-time, graduate students must enroll in a minimum of nine credit hours in a regular semester or in a summer term.

The normal course load for undergraduate students in a regular semester is 12 - 15 credit hours. Students who have maintained a grade point average of 3.0 for two consecutive semesters may take a maximum of 19 credit hours with the approval of the student's advisor. The normal course load for graduate students in a regular semester is 12 credit hours. The normal course load for students in the summer session can be found in the College Catalog.

### **Student Privacy and Distance Education**

1. A student who enrolls in a course that has components of distance education will have a unique Identification and password assigned by the Information Technology Center.
2. Our Lady of Holy Cross College Information Technology Department is responsible for maintaining a secure online environment.
3. The student is responsible for protecting their identification and password on any school related electronic medium once individually issued by the Information Technology Department during the registration process.
4. Additional identification verification may be undertaken by different programs as necessary.

At the present time there are no additional charges to verify student identity for classes that have components of distance education.

### ***Financing College***

Students who are in need of financial assistance to attend OLHCC should visit the Office of Student Financial Aid. All forms of financial aid, such as loans, grants, scholarships, and college work-study are processed through this office. For additional information regarding Financial Aid refer to the College Catalog.

### **How to Apply for Financial Aid**

All students seeking financial assistance complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This should be done early to ensure that students meet spring and fall semester priority deadlines. You must have your FAFSA submitted and all other necessary information to the Office of Financial Aid on or before the Priority Deadline if you wish to have your financial aid available at Registration. Students must reapply for financial aid each year they wish to receive aid. Please note that no financial aid paperwork can be processed until the student has completed the College admissions process and is officially accepted.

### **Federal College Work Study Program**

In addition to scholarships, grants, and loans, the Office of Student Financial Aid offers job opportunities through the Federal College Work-Study Program for students who qualify. The Federal College Work-Study Program is funded by the

federal government and matched with funds from OLHCC; therefore, interested students must first complete the FAFSA to determine eligibility in order to participate in the program. Students who have been determined eligible for work study must see the Financial Aid Coordinator for further instructions and to find out about job availability.

### **Scholarships**

There are two full-tuition scholarships awarded to graduating high school seniors and a variety of partial-tuition scholarships available for undergraduate and graduate students. For more information, please contact the Office of Student Financial Aid.

### **Off Campus Jobs**

Students who are looking for off-campus jobs to help pay for college can get assistance through Career Services. Please, see the “Career Services” section located under “Student Affairs” in this handbook for more information.

### **Financial Obligations**

The Office of the Bursar handles all student financial obligations such as tuition, fees, and various bills. Any money owed to the College may be paid in the Bursar’s office during regular open hours or through Self Service. Financial obligations and fines can also be paid by mail. The official address is Our Lady of Holy Cross College, Bursar’s Office, 4123 Woodland Drive, New Orleans, LA 70131-7399.

All questions with specific regard to tuition, fees, and payments should be addressed to the Bursar’s office.

### ***Assisting Your Development: Student Services and Programs***

The Office of Student Affairs has as its goal the development of the entire person. It is responsible for identifying and responding to the spiritual, emotional, physical, social, and personal needs of all students.

The division serves in many ways as a liaison between the student and the College, and seeks to communicate effectively the needs of the students to other areas of the College community.

The Office of Student Affairs oversees all types of student services, and works closely with other campus departments to comprehensively meet student needs.

### **Bookstore**

OLHCC works with E-Campus, an online bookstore, to provide textbook services. Students may visit the OLHCC virtual bookstore to purchase, sell, and rent

textbooks. Payment can be made by credit card or book voucher. The E-Campus website can be accessed by visiting [www.olhcc.edu](http://www.olhcc.edu). Click on 'bookstore' to be connected directly to the site.

### **Bulletin Boards**

Information concerning student services, student activities, and academic notices are posted on bulletin boards in various areas throughout the College. Students should be familiar with their locations and with the information contained on the bulletin boards.

Individuals wishing to post non-academic handouts or other publicity must seek approval from the Office of Student Life.

### **Career Services**

The division provides a broad range of career planning services. These services include individual, academic, career and occupational counseling and aptitude testing. The division also has resources available to students to assist them in their career exploration.

Additional services provided by the division include workshops on career planning, résumé writing, and successful interview techniques. Career development events, including Career Fairs, are held throughout the academic year. The career planning service also provides postings of available jobs in the area. These job postings include both full-time and part-time jobs, as well as internship opportunities. The postings are updated regularly, and may be found on the Career Services job bulletin board, just outside the Office of Philanthropy & Stewardship.

### **Counseling Services**

The Thomas E. Chambers Counseling and Training Center provides personal, academic, career, and crisis counseling to students in need.

Counseling is free to all OLHCC students. Counselors are available 11 a.m. to 8 p.m. Monday through Thursday.

### **Health Services and Student Wellness**

Our Lady of Holy Cross College provides an Office of Health & Wellness. Routine health care checkups are provided free of charge to students. Such checkups include blood pressure and/or weight monitoring. Limited first aid supplies are maintained in the office as well. Students must provide the College with information regarding special health needs they may have. The hours of the office are posted each semester. Over the counter medications are available for a variety of common ailments – free of charge.

The Office of Health & Wellness also sponsors the Wellness Club, which is available for students, faculty, and staff. The Wellness Club is designed to enhance the healthy

development of the mind, body, and spirit of its participants, through physical exercise, as well as health and mental wellness activities.

### **Hurricane Café**

The Hurricane Café offers a wide selection of hot and cold lunches, as well as coffees, smoothies, snacks, and baked goods.

### **Student ID Card**

During registration and throughout the semester, the Office of Admissions issues identification cards for students. This card is also utilized as the student's debit card for Bayou Bucks.

Any College official with just cause has the right to request a student shows his or her ID card for identification purposes. Upon such a request by a College official, the student is required to comply.

### **Lost and Found**

The Copy Center/Mailroom houses a lost and found service for the College community. All items found on campus should be brought to this division.

### **New Student Orientation**

The Department of Admissions & Student Affairs plans and coordinates new student orientation for the fall and spring semesters. The New Student Orientation programs are designed to help ease the transition of freshmen and transfer students to the OLHCC education experience, and ultimately help toward graduation. The department also offers Parent Orientation, designed to assist those in supporting roles to effectively help their students get acclimated to college life.

### **Parking and Security**

Parking and security services are provided for the protection of all students, employees, and visitors while on campus. The security personnel are authorized to police the College property and have the authority to request identification from all individuals on campus if needed. Refer to additional policies section of this handbook for additional rules regarding parking and regulations.

#### *\*Safety*

*For additional health and safety requirements, check the College Catalogue under the department for which you are enrolled.*

### **Recreational Sport Activities**

All registered students have special access to three Anytime Fitness facilities at a heavily discounted rate. A nonrefundable key deposit is required. The Fitness Centers offer a fully equipped weight training and fitness area. Participation is strictly voluntary.

Student Life is responsible for coordinating all intramural programs. Soccer, volleyball, flag football, and kickball sports are available for all students interested in participating. The division encourages any student interested in getting involved with intramural programs to contact the Office of Student Life.

### **Student Newspaper**

The Holy Cross Chronicle, a campus newspaper produced by and for students, is published once per semester. Students interested in editing, composing, or writing should contact the Office of Student Life.

### **Student Organizations**

Campus life at OHLCC can be characterized by a diverse schedule of cultural, social, intellectual, spiritual, and recreational events. The Office of Student Life is responsible for monitoring student organizations and special programs and encourages all students to get involved in student life.

### ***Student Organizations Policies and Procedures***

The Office of Student Life is directly responsible for governing, supervising, and coordinating student activities on campus. It is the intention of the division that the out-of-class activities and programs lend themselves to the total educational environment of the College and the “holistic” development of the participant. Additionally, it is the intention of the Division to provide a wide range of activities and programs to meet the needs and interests of all students.

Organizations on campus become recognized upon application of the interested group and the approval of the Director of Student Life.

### **Organizations Seeking and Retaining Official College Recognition**

The following must be presented to the Director of Student Life in order to obtain College recognition:

- A typed alphabetical list of at least six members including their names, addresses, and telephone numbers;
- A typed constitution and by-laws;
- A proposed slate of officers;
- A completed faculty moderator form;
- If affiliation with an outside group is contemplated, a copy of the purpose and constitution of the group;
- A proposed budget for the semester;
- A list of activities planned for the semester;
- A completed application for recognition of new student organizations;
- Compliance with any additional guidelines set forth by the Office of Student Life.

The items below must be submitted each year by existing organization, in order to maintain College recognition and secure funding:

- A proposed slate of officers;
- A completed faculty moderator form;
- A proposed budget for the semester;
- A list of activities planned for the semester;
- Compliance with any additional guidelines set forth by the Office of Student Life.

The Director of Student Life will review the materials submitted and notify the group of the action taken. When a new organization is approved for recognition, a letter will be written to the moderator and the club president. The organization is then considered an official student organization and is entitled to function as a regular part of the College community.

In addition, the constitutions of all organizations must contain a statement that the organization and its members agree to uphold and abide by the rules and regulations of OLHCC. The constitutions of organizations must also include a statement requiring students selected as officers to maintain at least a 2.0 GPA. Additionally, constitutions must include a statement of nondiscrimination.

### **Funding Official Organizations**

Our Lady of Holy Cross College will attempt to partially fund clubs and organizations that have official College recognition. In order to receive funding, each organization must be properly represented at a special programming meeting, held each semester; and, follow the procedures outlined above under “Organizations Seeking and Retaining Official College Recognition.”

Funding for each organization on campus may vary based on funds available, and the role of the organization on campus. The Dean of Admissions & Student Affairs and the Accounting Manager will give final approval to budget requests. In special cases requiring additional input, the SGA President will be notified.

New clubs and organizations forming on campus must follow the procedure listed under “Organizations Seeking and Retaining Official College Recognition” for one academic year before College funds can be available.

All activities must be approved by the Director of Student Affairs to receive funding. Organizations must host one fund-raising event, one service event, and one educational/professional development event each semester to receive funding. Required paperwork in the Office of Student Affairs must be completed within the first three weeks of the academic year to receive funding for that semester.

The Office of Student Affairs reserves the right to conduct periodic audits of organizations to determine compliance with all regulations set forth in this handbook.

### **Lines of Authority for Clubs and Organizations**

The president and the moderator of each organization serve as the official representatives of that organization. These two individuals are responsible for ensuring that all College guidelines and regulations are followed. They also serve as representatives of the organization before the College administration. Members of an organization should channel their concerns through the president and moderator of their respective organization.

### **Moderator**

Each organization must have a moderator who is a member of the College faculty or professional staff. Each organization selects its own moderator and should make certain that prospective moderators are sincerely interested in the goals and objectives of the organization. The moderator must be present at the majority of its events, and acts as a liaison between the College and the organization as needed. The moderator should also be aware of planned activities and all financial matters involving the organization. Additionally, the moderator of each organization shall be responsible for motivating the respective organization to function effectively in keeping with its own constitution and with the philosophy of the College.

### **Conduct at Activities**

The sponsoring organization is responsible for the conduct of those attending its activities. Organizations may be suspended for misconduct; planned activities should be supervised by the moderator and/or other College officials. Whenever a student organization violates any provision of its constitution or by-laws or the regulations of the College, the Director of Student Affairs will recommend disciplinary action.

### **Student Publications**

Student publications include The Holy Cross Chronicle, Calliope, and the Yearbook. The Holy Cross Chronicle is the student newspaper which is published once per semester, during fall and spring only. Calliope is a literary magazine of student work and is published each spring.

All student publications must indicate that the views expressed in the publication are those of the publication or the writer and do not necessarily represent those of the faculty, staff, or administration of Our Lady of Holy Cross College. The Student Handbook sets forth College policies and procedures relative to student conduct, rights, and responsibilities. It is available at registration and throughout the year in the Office of Admissions & Student Affairs. It is also available on the College website at [www.olhcc.edu](http://www.olhcc.edu). It is the responsibility of each student to obtain and read this publication.



## ***Officially Recognized Organizations***

### **Professional Organizations**

- Association of Graduate Students in Counseling - (AGSC)
- Student Nurses Association (SNA)
- Beta Xi - Natural Sciences
- Beta Beta Beta – Natural Sciences
- Literary Club - Humanities
- A+PEL – Education
- Pre-Dental Society
- Psychology Club

### **Honor Organizations**

- Kappa Delta Pi -Education Honor Society
- Kappa Gamma Pi - Catholic Student Honor Society
- Sigma Theta Tau- Nursing Honor Society
- Chi Sigma Iota - Counseling Honor Society
- Phi Alpha Theta – History Honor Society

### **Service Organizations**

- Student Government Association (SGA)
- Holy Cross Chronicle - School Newspaper
- S.E.A.L.s
- Heart 2 Heart

### **Intramural Sports**

- Flag Football
- Volleyball
- Kickball
- Other Planned Intramural Programs

### **How to get more Information about an Organization on Campus**

Individuals seeking information from an organization should contact the Office of Student Life at [studentlife@lhcc.edu](mailto:studentlife@lhcc.edu).

### **Waiver and Release**

All individuals participating in planned off-campus activities (i.e., intramural programs, field trips, retreats, etc.) are required to complete a Waiver and Release Form. It is the responsibility of the person planning the activity (i.e., president or moderator of the club or the teacher of the class) to get all participating students to complete the Waiver and Release Form. All completed forms must be forwarded to the Office of Student Affairs with an attached note describing the activity. Waiver and Release Forms are available in the Office of Student Life.

### **Student Representation on College Committees**

Students at OLHCC play an integral part in institutional decision and policy making. A special seat is set aside for student membership in committees throughout the College. Students are invited to sit on various standing committees. Students interested in sitting on College committees should notify the Office of Student Life. Chairpersons will work with Student Life to appoint student representatives and alternates to serve on committees.

It is the responsibility of the appointed student to notify the alternate representative when he or she is unable to attend meetings. It is the responsibility of the chairperson to monitor student attendance and participation in the committee.

### **Campus Event Calendar**

All College constituents should refer to the Campus Event Calendar in the hallway outside the Hurricane Café for upcoming events. The calendar is updated by the Office of Student Life. Anyone requesting information to be posted on the calendar should submit the information in writing to the Office of Student Life.

### ***Standards of Student Conduct***

Our Lady of Holy Cross College is a community of individuals engaged in the task of learning and the advancement of knowledge. Acceptance of admission to the College carries with it an obligation to the welfare of the community. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

All individuals and/or groups of the College community are expected to speak and act with scrupulous respect for the human dignity of others, both within the classroom and outside it, as well as at social and recreation activities.

Our Lady of Holy Cross College will not tolerate any form of harassment or intimidations, including, but not limited to sexual, racial, religious, age, or other forms of discrimination. Nor will it tolerate acts of hazing against individuals or groups for any reason.

The College encourages the free exchange of ideas and opinions, but insists that the free expression of views must be made with respect for human dignity and the freedom of others.

By accepting admission to Our Lady of Holy Cross College, the student accepts the responsibility to conform to all regulations established by the College. Any student who found to be in violation of this responsibility shall be subject to disciplinary action, including, but not limited to, expulsion, suspension, probation, warning, or fines.

The Office of Student Affairs will make reasonable efforts to make regulations available, but students are responsible for becoming familiar with the regulations and are held accountable for misconduct even in the absence of such familiarity.

### **Source and Lines of Authority Regarding Student Conduct**

The authority over student behavior, academic and non-academic, whether involving individuals or group, rests with the Board of Regents of Our Lady of Holy Cross College and is delegated by them to the President of the College. The President delegates his authority as follows:

For all academic activities, the authority for control rests with the Vice President of Academic Affairs. The Vice President of Academic Affairs delegates authority to the appropriate academic Chairpersons and other academic personnel.

In all other areas, the President of the College delegates authority in matters of conduct to other Vice Presidents of the College and to the Director of Student Affairs. The Director of Student Affairs is responsible for formulating appropriate procedures and regulations concerning student conduct and discipline.

A Board of Review receives its authority from the academic community through the Director of Student Affairs. The board is impaneled to review administrative decisions and/or sanctions related to discipline, grievance, and/or judicial process. The Board of Review shall be called to hear any appeal of decisions and/or sanctions arrived at through proper administrative channels.

All individuals involved with disciplinary matters have a primary responsibility at each level for ensuring that all members of the College community are treated fairly and justly. Within an atmosphere of Christian living, it is imperative that there be a spirit of conciliation and an avoidance of hostility.

### **Student Rights and Responsibilities**

Upon enrolling at Our Lady of Holy Cross College, the student neither loses the rights, nor escapes the duties and responsibilities of a citizen of the United States of America and resident of the state of Louisiana. As beneficiary of great opportunities, partially at the expense of other fellow citizens/taxpayers, the student-citizen has a responsibility to himself or herself, to fellow students, to the laws of the land, and to the institution in which, by individual choice, he or she has enrolled. The College holds the rights and responsibilities of students to include:

#### **Rights**

1. The right to expect a quality education.
2. The right to engage in the academic and social offerings of the College in a safe, secure, non-threatening environment.
3. The right to develop their potential to the best of their ability.
4. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students. This right is

- best exercised through the use of appropriate channels provided by the S.G.A. and campus officials.
5. The right to a fair hearing and appeal when a disciplinary action is applied to them as an individual or as a group member.

### **Responsibilities**

1. The responsibility to be fully acquainted with regulations published in the College Catalog, Student Handbook, and other publications, and to comply with them in the interests of an orderly and productive academic community.
2. The responsibility to know that student conduct reflects not only upon the student involved, but also upon the institution as well as the faculty, staff, alumni, and other students.
3. The responsibility to follow tenets of common decency and behavior expected of any citizen in a democratic society, particularly in view of the aspirations implied by a college education.
4. The responsibility to accept fully the consequences of any action which might be detrimental to the student involved, to the institution, faculty, staff, and other students, and to society at large.

### **Standards of Behavior**

Listed below are some examples of behavior that are unacceptable and not in keeping with the educational aims, mission, and philosophy of Our Lady of Holy Cross College; such actions will subject student(s) to disciplinary action:

1. Plagiarism, cheating, academic dishonesty, or other forms of dishonesty in College-related affairs.
2. Forgery, alteration, destruction, or misuse of College documents, records, or other College property.
3. Provision or submission of false, forged, or fraudulent information to any College official or 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; by making false statements to a College official; and/or as a means of misrepresenting eligibility, qualification, status, achievement, and/or standing to or within the College.
4. Obstruction, disruption, or unauthorized interruption of teaching, research, administration, disciplinary procedures, or other College activities, including its public service functions, or of other authorized activities on College premises.
5. Physical abuse of any member of the College community, or conduct which threatens or endangers the health or safety of any such person.
6. Any verbal abuse of any member of the College community, or conduct which threatens or endangers the health or safety of any such person.
7. Theft of College services; theft of or damage to property of the College, of a member of the College community, or of a campus visitor including possession, sale, or attempted sales of stolen property of the College, of a

- member of the College community, of a campus visitor or of the civic community/citizens.
8. Unauthorized use of computer account(s), computer data files, and/or institutional technology facilities.
  9. Unauthorized use of or entry into College facilities.
  10. Use, possession, distribution, or being under the influence of narcotics or drugs, except as required for verifiable medical reasons permitted by law, while on College property or at College-sponsored, approved, or supervised activities.
  11. Disorderly, lewd, indecent, or obscene conduct or expression on College-owned or controlled property or at College-approved or supervised functions.
  12. Any act 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 community or visitor on College-owned or controlled property.
  13. Possession or use of alcoholic beverages on College-owned or controlled property.
  14. Violation of properly constituted rules and regulations governing the use of motor vehicles on College owned or controlled property, including theft, sale, possession, and/or display of a lost, stolen or unauthorized parking decal.
  15. Failure to respond to a request to report to a College administrative office.
  16. Failure to comply with directions of College officials acting in the performance of their duties.
  17. Violation of College policies and regulations as stipulated in this and other official College publications or as promulgated and announced by authorized personnel.
  18. Incurring obligations or debts in the name of the College, including long distance telephone calls.
  19. Distribution of unauthorized literature, handbills, posters, or other printed matter.
  20. Participation in hazing, acts which are degrading or injurious, or acts in which another is held against his or her will.
  21. Unwelcome sexual advances or 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, a term or condition of employment or academic evaluation; submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting an individual; and, such conduct has the purpose or effect of substantially interfering with one's work or academic performance or of creating an intimidating, hostile, or offensive working/learning environment.

## **Group Offenses**

Student clubs, groups, and organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the College. Such responsibilities include:

1. Compliance with campus regulations.
2. Taking reasonable steps, as a group, to prevent violations of law or campus regulations by its members.
3. A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon the group or upon the college.

Failure to accept the responsibilities of group membership may subject the organization to permanent or temporary withdrawal of College recognition and/or support, social probation, denial of use of college facilities, or other appropriate action.

The Director of Student Affairs has the responsibility of initiating and expediting disciplinary action in group offense cases.

In order to ensure the safety of persons and property and to prevent any disruption of the educational and service functions of the campus, all assemblies, demonstrations, marches, rallies, or other events on the campus must be registered with and approved by the Director of Student Affairs.

Sponsoring groups or organizations and their officers or moderator(s) will be responsible for the conduct of such events, including arrangements for adequate safeguards. In the case of individual students not acting in the name of an organization, the student(s) registering and/or organizing the event will be held primarily responsible for the activities of the event and for the behavior of participants. Additionally, individual students will bear responsibility for their own behavior.

### ***Internet Usage Policy***

#### **Terms and Conditions for Use of the Internet**

Internet access is now available to students, faculty, staff and administrators at Our Lady of Holy Cross College. The College is pleased to bring this access to the College Community and believes that the Internet offers vast, diverse and unique resources. The goal in providing this service is to promote educational excellence at Our Lady of Holy Cross College by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of subscribers. Members of the College community have access to:

1. Electronic mail communication with people all over the world.
2. Information and news.
3. Public domain and shareware of all types.

4. Discussion groups on a plethora of topics.
5. Many university catalogs.

### **Internet – Terms and Conditions**

- 1) **Acceptable Use** – School use must be in support of education and research and consistent with educational objectives of the College. Use of other organization’s network or computing resources must comply with the rules appropriate for that network. Access and/or transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of product advertisement or political lobbying is prohibited. Use for commercial activities is not acceptable.
- 2) **Privileges** – The use of the Internet is a privilege, not a right and inappropriate use will, at a minimum, result in cancellation of those privileges. The system administrator and Executive Council will deem what is inappropriate use and their decision is final. The appeals process is described in the current Student Handbook. The handbook can be obtained from the Office of Admissions & Financial Aid, the Office of Student Affairs, or online at [www.olhcc.edu](http://www.olhcc.edu).
- 3) **“Netiquette”** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - a. Any form of cyber-bullying is strictly prohibited.
  - b. Be polite. Your messages should not be abusive to others.
  - c. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - d. Do not reveal your personal address or phone numbers or the address and/or phone number of students or colleagues.
  - e. Illegal activities are strictly forbidden.
  - f. Note that electronic mail (e-mail) is not guaranteed to be private.
  - g. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - h. Do not use the network in such a way that you would disrupt the use of the network to other users.
  - i. All communications and information accessible via the network should be assumed to be private property.
- 4) Our Lady of Holy Cross College makes no warranties of any kind, whether expressed or implied, for the service it is providing. The College will not be responsible for any damages suffered by those who choose to partake in the service. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, viruses, misdeliveries, or service interruptions caused by negligence, error, or omissions. Use of any information obtained via the Internet is at the user’s own risk. Our Lady of Holy Cross College is not

responsible for the accuracy or quality of information obtained on the Internet.

- 5) Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, or any agencies or other networks that are connected to the Internet, you must notify an Executive Council member who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written consent. Attempts to access Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. All students are required to change their passwords a minimum of every 190 days as required by the Information Technology Department.”
- 6) Unacceptable Use:
- Anything deemed illegal by Federal, State or local laws.
  - Anything deemed academically dishonest.
  - Unauthorized use of equipment or resources.
  - Theft of equipment, software, and/or data.
  - Harassment/Stalking/Cyber-bullying.
  - Willful impeding of networking traffic or hoarding of resources (equipment, software, and/or data).
  - Misrepresentation of OLHCC or its entities.
  - Use of OLHCC trademarks, logo, insignia or copyrights without prior approval.
  - Access or proliferation of pirated software, offensive material or pornography.
  - Executing unauthorized software applications.
  - Installation of software without obtaining prior approval.
  - Willful proliferation of computer viruses.
  - Any action that would inhibit access to resources (such as implementing passwords of systems or applications) or restrict their use by other users.
  - Damage to OLHCC password or improper use of given password.

Engaging in any of the above will result in disciplinary action, including but not limited to, suspension, expulsion or termination.

- 7) Vandalism – Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the knowing or intentional uploading, creation, or dissemination of computer viruses.



- 8) Terms and Conditions – All terms and conditions as stated in this document are applicable to all students, employees, and guests at Our Lady of Holy Cross College. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

### ***Judicial System***

The primary purpose of the Our Lady of Holy Cross College Judicial System is to help govern the College community by regulating student conduct and by enforcing the Standards of Behavior, consistent with the Mission of the College and with the principles of due process of law applicable to colleges and universities. However, Our Lady of Holy Cross College, through its commitment to the gospel message of Jesus Christ, strongly affirms its preference for the resolution of conflict through an informal process of conciliation rather than through the assertion of legal rights and judicial process.

In all matters of discipline and grievance, every possible avenue must be explored to bring about justice and forgiveness and to demonstrate compassion to all those in the College community. Nevertheless, this may not always be possible.

The Office of Student Affairs has administrative responsibility for the Judicial System on campus. The system consists of a Board of Review and a College Appeals Board. The Appeals Board hears appeals from the College Judiciary Committee.

### **Composition of Board of Review and Administrative Hearings**

Every student accused of violating the Standards of Conduct has the right to a hearing before the Board of Review on Discipline. The Board of Review consists of two administrators, two faculty members, and two students. One of the faculty members acts as chair of the committee. All proceedings of the hearings are tape recorded, except for executive sessions.

Once the committee reaches a decision, it is forwarded to the Director of Student Affairs with a recommendation for sanctions. In reviewing student grievances relating to academic matters and all other issues, the Director of Student Affairs will attempt to resolve disputes through a process of conciliation of the parties involved rather than through a process of assertion of legal rights. If the grievance can not be solved through conciliation, the Board of Review will be called to hear conduct proceeding on hearing the case.

A student charged with a violation of the Standards of Behavior may waive his or her right to a hearing before the Board of Review and request an administrative hearing before the Director of Student Affairs.

Administrative hearings are only conducted when the following conditions are met:

- A. The student requests, in writing, an administrative hearing.

- B. The student pleads guilty to the charges.
- C. The person bringing the charges agrees to an administrative hearing.
- D. The Director of Student Affairs agrees to hear the case.
- E. The student, the person bringing the charge(s), and the Director of Student Affairs agree to the sanction imposed. The administrative hearing will usually consist of the Director of Student Affairs, the student (who may be accompanied by an adviser), the person bringing the charge(s), and the Chairperson of the Academic Department.

Whenever the Board of Review cannot be convened, the Director of Student Affairs may choose to hear a disciplinary problem in an administrative hearing. The Director of Student Affairs may conduct administrative hearings during vacation periods or in emergency situations which may arise during the school year and whenever a student's behavior or activity endangers the safety of the College community, student group, or others.

When administrative hearings are called, the Director of Student Affairs shall meet with the person bringing the charges and the student defendant separately and/or jointly to discuss the charges or allegations and receive evidence to be considered in the hearing. After meeting with the parties involved and reviewing the evidence, the Director of Student Affairs will decide that the charges are either invalid or valid. If the charges are valid, the Director of Student Affairs may impose appropriate disciplinary sanctions.

Any decision reached as a result of an administrative hearing can be appealed to the Board of Review after vacation ends. However, sanctions against the student will remain intact until an appeal is requested, heard, and settled.

Prior to, during, and following any hearing board or administrative hearing all communications and evidence is to be kept strictly confidential by all parties involved.

### **Judicial Procedures**

- A. Violations may be reported to the Director of Student Affairs by faculty and students for consideration and referral of such matters to appropriate disciplinary channels.
- B. The College distinguishes its responsibility for student conduct which is in violation of law as cases of separate jurisdiction. When a student or group of students stands in violation of law, they may be subject to College disciplinary action.
- C. The office of the Director of Student Affairs shall ensure that the best interests of any offending students are secured by making use of appropriate counseling, professional services, and administrative offices.

- D. In those cases of student conduct involving psychological or mental disturbance or other unusual circumstances, the Director of Student Affairs may take action other than the initiation of judicial proceedings.
- E. If information indicates that an offense has occurred, the following procedures shall be initiated:
  - 1) The office of the Director of Student Affairs will conduct an investigation of the alleged offense and ascertain all pertinent facts. In the course of the investigation, the student shall be advised of the purpose of the investigation and invited to assist in its resolution. The student will be afforded an opportunity to state his or her case informally, or present information in support of his or her position, including mitigating circumstances.
  - 2) If it is determined that original jurisdiction should rest with other administrative units, the case may then be referred directly for investigation.
  - 3) If it is determined that disciplinary action should be taken, the student shall be advised in writing of the charges against him or her and afforded an opportunity to offer information that might be relevant to the necessity and extent of disciplinary action.

### **Procedural Due Process Principles**

Our Lady of Holy Cross College, in exercising its disciplinary power, is committed to the principle of procedural due process. Procedural due process requires that a disciplinary procedure be established for determining the guilt or innocence of all students charged with specific conduct violations and that the procedure meets the test of fairness and reasonableness.

In all disciplinary matters referred to the Board of Review, the accused shall have the following rights:

- 1. To be given notice in writing of the specific charge or charge(s).
- 2. To be allowed adequate time in which to prepare a defense against such charge(s). This is normally interpreted to be at least 72 hours from the time of notification of the charge(s). Circumstances can justify a shorter period.
- 3. To have the charge(s) considered by the Board of Review. The student may waive this right and accept the judgment issued.
- 4. To be given information on the nature of the evidence on which the charge(s) is based. If written documents are to be introduced as evidence, the student has a right to receive copies of the documents at least 72 hours before the hearing. The student is also entitled to receive a list of all the witnesses who will testify against him or her. If, however, the student wishes to cross-

examine any College witnesses, he or she must submit a written request containing the names of the witnesses to the Director of Student Affairs.

5. To have a separate hearing before the Board of Review. When two or more students are charged with the same circumstances, one or more of the students may make a written request for a joint hearing. The decision on a joint hearing will be made by the committee chair on the merits of each situation. Thus, the written request should show why a joint hearing will help ensure a fair and reasonable due process hearing.
6. To be presumed innocent until proven guilty and to have the Board of Review decide guilt solely on the basis of clear and convincing evidence presented during the hearing, with the college bearing the burden of proof of guilt.
7. To retain all rights as a College student while the charges are being considered and, if found guilty, all rights of appeal have been exhausted as established in this code.
8. To appeal decisions and recommendations of the Board of Review or of the administrative officer who hears the case.

#### **Rights of the Student Prior to Convening of the Board of Review**

1. To request assistance from the Director of Student Affairs in bringing a student or College employee before the Board of Review to serve as witnesses on his or her behalf. The student will be actively encouraged to bring witnesses to appear; however, it should be understood that College officials do not have subpoena power.
2. To give written authorization to the Director of Student Life to release information relating to the charge to the person(s) chosen by the student to serve as an adviser. Such information is to be used only in assisting the student in preparing a defense.

#### **Rights of the Student During a Hearing**

1. To appear, alone or with person(s) of the student's choice to advise and assist the student during the hearing. Acceptable persons chosen to advise or assist the student include a friend, a teacher, an ombudsman, or an attorney. The chair of the Board of Review will recognize the person chosen to advise or assist the student as an adviser but will not permit the adviser to participate as an agent of the student. The student may request additional advisers by writing to the chair of the Board of Review, through the Director of Student Affairs. The request should include an outline of the reasons additional advisers are needed. Such requests should reach the committee chair at least 48 hours prior to the hearing. A prompt decision shall be made on all such requests.

2. To request, with just cause, that a member to the Board of Review be excluded from the panel. Such a request must be made immediately after the introduction of the committee members and should take the form of a request to the chair. The chair will excuse the member of the Board of Review while the student presents reason justifying the request.
3. To present evidence in his or her own defense.
4. To refuse to testify or answer any questions if such testimony or answers tend to establish against the student a violation of the Standards of Behavior or a violation of state or federal law.
5. To be confronted by the person(s) bringing the charge(s).
6. To have an opportunity to conduct reasonable cross-examination of the person(s) bringing charge(s).
7. To have an opportunity to conduct a reasonable cross-examination of the witnesses who appear at the hearing and give testimony against the student. Depositions, statements, previously submitted memoranda, letters and any other written materials may be introduced by the accused at a hearing even though the writer is not present. The committee members may attach whatever significance to these written documents they deem appropriate.
8. To have evidence of prior Standards of Behavior violations and/or convictions excluded during the hearing. If, however, a student is found guilty, such evidence shall be admitted when the Board of Review deliberates the imposition of sanctions.

### **Rights of the Student who is Found Guilty**

1. To have sanctions imposed which are commensurate with the violation charge.
2. To retain all rights as a College student until appeal procedures, as established in the Standards of Behavior, have been exhausted.
3. To have a summary of the hearing decision as prepared for the Director of Student Affairs, a taped copy of the hearing, except when the committee meets in executive session to deliberate procedural matters of the student's innocence or guilt and sanctions to be imposed.

The hearing decision summary will be provided free of cost to the student; the tape may be provided at the student's expense.

## **Due Process and Appeal Procedures**

- A. The student shall be notified in writing of the fault or grievance for which he or she is subject to judicial processes in ample time to prepare a defense.
- B. When sanctions or other administrative actions are instituted, the student shall be informed in writing.
- C. The student shall be informed of the right to have the alleged violation and imposed sanctions/actions come before the Board of Review.
- D. The student has five calendar days from notification to request a hearing. Such a hearing must commence no less than 10 calendar days nor more than 15 calendar days from the date of request.
- E. The Board of Review may:
  - 1) Affirm the action.
  - 2) Reduce or modify the action.
  - 3) Dismiss the charges if determination is made that action was taken on grounds not supported by substantial evidence.
  - 4) Return case to original office for further consideration.
- F. One is assumed innocent until proven guilty. The burden of proof must rest upon the member of the academic community bringing the charge.

Sufficient evidence must be presented to sustain the burden of proof so that a reasonable mind might draw an adequate conclusion.

- G. One must be given an opportunity to testify and to present evidence and witnesses. All parties involved have the right to cross examine.
- H. The decision must be based solely on the evidence introduced during the proceedings.
- I. In the absence of a transcript, there should be a tape recording of the hearing. This record is to be preserved by the Director of Student Affairs until final disposition of the case.
- J. The principals in a hearing must be present and may be represented by advisor(s) of their choice.
- K. One who is found culpable of the allegations, either through his or her own admission or by a decision of the Board of Review, has the right to establish mitigating circumstances through his or her own testimony or that of a competent witness.
- L. In the interests of confidentiality, all administrative or appellate hearings are closed to the general public.

- M. The Board of Review shall establish its own internal operating procedures consistent with due process.
- N. The appellate decision of the Board of Review shall be final. The student may, however, appeal the decision of the Board of Review to the President within five calendar days of notification of Board of Review action when there is:
  - 1) A question concerning procedural due process and/or
  - 2) A desire on the part of the student to introduce new information.

### **Substantive Due Process Principles**

- A. The College, in exercising its disciplinary power, is committed to the principle of substantive due process protection for its students. Substantive due process requires that all College regulations, rules and policies governing student conduct and discipline must be set forth in properly promulgated documents. Substantive due process also requires that regulations affecting the conduct of students and sanctions for misconduct by students shall be based on the general principle of equal treatment, including like sanctions for like violations, without regard to sex, race, color, religion, age, national origin, handicap, marital status or veteran status.
- B. The Standards of Behavior are the basic policy statements of the College governing student conduct and student discipline. Operating units of the College, e.g., academic divisions, academic departments, cafeteria, library, and intramural sports may also establish and promulgate behavioral standards for students as long as they are not inconsistent with the provisions of the Standards of Behavior. Under circumstances in which there is an allegation of misconduct which is a violation of conduct standards of operating units and also a violation of the Standards of Behavior, the determination of innocence or guilt must be made using the process established by the Standards of Behavior. A determination of guilt on the basis of the standards does not preclude the application of sanctions under departmental regulations. Under no circumstances, however, may departmental sanctions be imposed in lieu of sanctions applied in proceedings under the standards.
- C. Consistent with the principle of substantive due process, no College disciplinary sanction shall be imposed upon a student except in accordance with the provisions of these standards.
- D. A student accused of violating a College regulation, including regulations of operating departments, shall always have the right to require that the accusation be considered in accordance with the provisions of these standards and that any sanction imposed is consistent with the provisions of these standards. This does not mean that a student may not voluntarily accept departmental discipline.

- E. Students who have reason to believe that they are being unjustly accused and/or disciplined, or threatened with discipline, by a College employee without the full protection offered by the Standards of Behavior should immediately seek advice and counsel on their rights under the standards published in the Student Handbook.

### **Role of the Director of Student Affairs In Due Process Procedures**

In order to maintain an academic community where the rights of all are assured, it is necessary that violations and grievances be cleared up or resolved on the level at which they occur.

The functions of the Director of Student Affairs in cases involving violations and grievances are as follows:

- A. To counsel the person to talk to the one against whom the grievance is made if he or she has not already done so.
- B. To serve as arbitrator which is defined as one who facilitates hearings of the parties involved, enabling said parties to come to a resolution of the dispute voluntarily.
- C. To initiate the proper procedures in cases where no agreement is forthcoming in process of arbitration.
- D. To advise the person in writing of the alleged violation or grievance of which he or she is accused and to advise the parties involved of their rights under due process. When necessary, to initiate the procedures in cases of appeal and to serve in a moderating capacity for those proceedings.
- E. To assist the student in any appropriate way both during and following the investigation and the hearing.
- F. To assist the student in the preparation of an appeal.
- G. To assist the student in carrying out the terms of the penalty and in applying for a return to good standing.
- H. To maintain all records and transcripts of hearings until such time as they are no longer pertinent.

### ***Academic Dishonesty***

At Our Lady of Holy Cross intellectual integrity and academic honesty are fundamental to the processes of learning and of evaluating academic performance. Maintaining such integrity is the responsibility of all members of the College.



The faculty has the responsibility to encourage and maintain an atmosphere of academic honesty by being certain that students are aware of its value.

Furthermore, faculty should make clear to students the regulations defining academic honesty and the penalties for violating those regulations.

Students, too, must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning. Permitting others to prepare one's work, using published or unpublished summaries as a substitute for studying required materials, or giving unauthorized assistance in the preparation of work to be submitted for class are directly contrary to the honest process of learning.

Students who are aware that others in a course are cheating or otherwise acting dishonestly have the responsibility either to warn the accused student or to bring the matter to attention of a member of the faculty or the appropriate College official.

Students and faculty must share the knowledge that dishonest practices will make it difficult for honest students to be evaluated and graded fairly, and will damage the integrity of the entire College. Students should recognize that their own interests and their integrity as individuals suffer if they condone dishonesty in others.

The faculty must be aware that permitting dishonesty is not open to personal choice. An instructor who is unwilling to act upon offenses is an accessory with the student offender in damaging the integrity of the College.

### **Forms of Academic Dishonesty**

Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, academic misconduct, falsification, fabrication, and the attempt to commit such a violation. Definitions and examples are presented below:

#### **Cheating**

Cheating is the fraudulent act of deception by a student who misrepresents the mastery of information on an academic exercise which he or she does not have.

1. Unpremeditated cheating is an act of academic cheating taken without advanced contemplation, prior determination, or planning.

Examples:

- a. Copying from another student's test paper.
- b. Allowing another student to copy from a test paper.
- c. Using the course textbook or other material, such as a notebook, during a test.

2. Premeditated cheating is an act of cheating which grows out of advanced planning, contemplation or deliberation.

Examples:

- a. Collaborating during a test with another person by giving or receiving information without authority.
- b. Using specially prepared materials during a test without authority to do so, e.g., notes, formula lists, etc.

### **Plagiarism**

Plagiarism is the unacknowledged inclusion of someone else's words, ideas, or data as one's own in work submitted for credit. When a student submits work for credit that includes the words, ideas, or data of others, the source of this information must be acknowledged through complete, accurate, and specific footnotes, appropriate citations, and, in the case of verbatim statements, quotation marks. Failure to identify any source used, whether published or unpublished, copyrighted or non-copyrighted, constitutes plagiarism.

Examples:

1. Undocumented use of any author's main idea.
2. Undocumented paraphrase of an author's actual words.
3. Undocumented, verbatim use of an author's actual words.

### **Collusion**

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules.

Example:

Using another person's computer diskette despite instructions to the contrary or without authority to do so.

### **Academic Misconduct**

1. Academic misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations.
2. Examples:
3. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
4. Selling or giving away all or part of an unadministered test or any information about the test.
5. Bribing a person to obtain an unadministered test or any information about the test.
6. Breaking into and/or entering a building or office for the purpose of changing a grade in a grade book, on a test or on other work for which a grade is given.
7. Changing, altering, or being an accessory to the changing and/or altering of a grade book, a test, a "drop slip," or other official academic records of the College which relate to grades.

8. Breaking into and/or entering a building or office for the purpose of obtaining an unadministered test.

### **Falsification/Fabrication**

Falsification/Fabrication is the intentional use of invented information or the falsification of research or its findings with the intent to deceive.

Examples:

1. Citation of information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as one's own, in fulfillment of academic requirements, any academic exercise (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
5. Taking a test for another student or permitting another student to take a test for oneself.
6. Submitting work previously used for credit in another course without express permission of the instructor.

### **Accessory to Acts of Academic Dishonesty**

To facilitate, support, or to conspire with another student to commit or attempt to commit any form of academic dishonesty is a violation of the academic standards of the College as specified in the Standards of Behavior.

### **Procedure for Reporting Academic Dishonesty**

The following procedures shall be used by instructors who wish to bring charges of academic dishonesty against a student.

- A. The instructor, upon receiving information or determining that a student may be guilty of a form of academic dishonesty, normally should confront the student with the alleged violation. If the student is unable to explain discrepancies satisfactorily, the instructor shall collect or acquire evidence of the violation and bring the matter to the attention of the Chairperson of the academic department. The Chairperson shall review the charges. He or she may decide the allegations are unfounded or summon the student for a conference. After conferring with the student, the Chairperson will either dismiss or forward the allegations through the Vice President of Academic Affairs to the Director of Student Affairs for disciplinary action. The allegation should be presented to Director of Student Affairs within three (3) days of becoming aware of the alleged violation.
- B. The instructor is required to submit to the Chairperson of the Department, in writing, a detailed account of the violation, including the name of the course, type of assignment or test, date of the alleged violation, names of witnesses, and copies of all information which supports the allegation.

- C. If disciplinary action is pending when a final grade must be submitted, the instructor must assign the student an “I” grade to show incomplete work. That notation will remain until the alleged violation is adjudicated, at which time the instructor must assign an appropriate final grade.
- D. Although it is not required, the instructor should be available for questioning by the Board of Review on the day of the hearing. The instructor is, however, strongly urged to attend the hearing and answer questions pertinent to the case. The instructor is required to be present for questions if the student makes a written request in advance.
- E. After the hearing, the committee will forward its findings and a recommendation for sanctions or other suggested action to the Director of Student Affairs.
- F. The Director of Student Affairs, in consultation with the Chairperson of the Department, will either approve or disapprove the recommendation of the committee. If, however, the student is found to be in violation of the Standards of Behavior as charged, the Dean of the Division will contact the instructor and give him or her permission to remove the “I” and assign a grade for dishonest work.
- G. The appellate decision of the Board of Review shall be final. The student may, however, appeal the decision of the Board of Review to the president within five calendar days of notification of Board of Review action when there is:
  - 1. A question concerning procedural due process and/or
  - 2. A desire on the part of the student to introduce new information.

The president, after reviewing the appeal, shall submit to the student and all individuals involved in the original disciplinary sanction a formal letter outlining the decision. The president’s letter to the student terminates the appeal process at the College.

### **Disciplinary Sanctions**

The academic community feels that for the growth and development of every individual there are times when certain corrective measures contribute to the process of maturity. These corrective measures or sanctions, though not necessarily an end in themselves, are the means which enable one to reflect on his or her actions and behaviors. The following sanctions are imposed according to the gravity of the offense. Violation of the terms of any sanctions subjects a student to more severe action.

- A. Admonition: An oral statement to the student offender that he or she has violated College regulations.

- B. **Formal Warning:** Written notice to the student indicating that certain behavior is unacceptable and that improvement is expected or certain disciplinary action will be taken.
- C. **Restitution:** Compensation or reimbursement for damage to property and/or appropriate action for a grievance caused to a member(s) of the academic community.
- D. **Campusing:** Any appropriate action whereby the individual sanction imposed is related to the offense but does not warrant probation, suspension, or dismissal. The action may include loss of privileges, inability to hold student office in student organizations, loss of scholarship money, or any other sanction that the Director of Student Life approves.
- E. **Probation:** A temporary suspension whereby the student remains enrolled in the College, but under the stated conditions of temporary status as outlined in the notification of probation.
- F. **Suspension:** Suspension establishes a fixed period of time during which the student is physically separated from the College and must leave the campus. The office of the Director of Student Affairs must clear all students for admission who have been suspended from the College for disciplinary reasons. Disciplinary Suspension is entered on the student's non-academic file until he withdraws from College.
- G. **Dismissal:** Permanent termination of student status defines dismissal. The fact that a student has been dismissed becomes a permanent part of the student's non-academic file.

### ***Sexual Harassment, Gender and Ethnic Discrimination***

Our Lady of Holy Cross College assures equal opportunity for all qualified persons without regard to sex, race, color, religion, national origin, age, handicap, marital status, or veteran status in the admission to, participation in, or employment of its programs and activities.

The dignity of the academic community must be respected at all times. Verbal and/or physical behavior which jeopardizes or significantly humiliates any member of the academic community will not be tolerated.

To ensure the integrity of the College, respectful behavior must be evident in relationships among administrators, faculty, and staff, and this behavior must explicitly set a tone for the College. Students must be expected to affirm this tone in their relationships with other students.

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, a term or condition of employment or academic evaluation; submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting an individual; and, such conduct has the purpose or effect of

substantially interfering with one's work or academic performance or of creating an intimidating, hostile, or offensive working/learning environment.

### ***Other College Policies***

#### **Hazing**

The College will neither tolerate nor condone hazing in any form. Governance of hazing is as follows:

- A. The College defines hazing as any willful act by one student, alone or acting with others, directed against any other students, that:
  1. Subjects the student to indignity or humiliation.
  2. Intimidates the student by threatening or ostracizing in public.
  3. Submits the student to ignominy, shame, or disgrace among fellow students.
  4. Humbles or is calculated to humble the pride, stifles the ambition, or blights the courage of the student attacked.
  5. Discourages the student from remaining at the College or causes him or her to leave rather than submit to such acts.
  6. Constitutes a legal assault, by striking, beating, bruising, maiming or any other physical violence, or merely seriously threatens to do these acts.
- B. Complaints concerning possible violations are to be directed to the Vice President for Enrollment Services. Cases will be dealt with on an individual basis.
- C. Specifically forbidden hazing activities include, but are not limited to, paddling in any form; creation of excessive fatigue, physical and psychological shocks; publicly wearing apparel that is bizarre and not in good taste; engaging in public stunts and buffoonery; engaging in morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities or deprive persons of the opportunity for sufficient sleep; forcing or coercing persons to consume alcohol or unusual substances, such as unprepared food; blindfold trips; and any requirement that would cause a student to violate the Standards of Behavior of the College or any state or federal laws.

#### **Immunization Requirements**

According to state law all college students are required to furnish proof of immunity to measles, mumps, rubella and tetanus/diphtheria if they were born after January 1, 1957. If they were born before January 1, 1957 they are only required to have a tetanus/diphtheria shot within the last ten years.

Students must have a physician, public health clinic, or other health care provider fill out the immunization form and return it to the Office of Health Services or the Enrollment Services Office. If immunization requirements are not completed,

students will be administratively withdrawn from the college until all requirements are met.

All immunization, self indicated physical limitations, and health records are kept confidential in the Office of Health Services during student's tenure at OLHCC. Written permission from a student is required before any information may be released to a third party.

### **Smoking**

OLHCC discourages its students from smoking. Smoking is regarded as a poor health habit which can detract from performance and is often offensive to others. While we cannot regulate student conduct off campus we feel it is our responsibility to provide a campus environment, free from or exposed to hazardous substance, and we have therefore established a smoke-free institution. All students and employees are expected to abide by this policy while attending or working for OLHCC.

Smoking, however, is permitted in designated smoking areas under the oaks behind the College. Please note that smoking is not permitted in the entry ways of the College.

### **Substance Abuse Policy**

Our Lady of Holy Cross College is in full compliance with the Drug-Free Workplace ACT of 1988. Therefore, OLHCC believes it is in the best interest of the institution and our students to provide you with the policy and procedure of this federal law.

It is our policy to handle problems within the following framework:

We recognize that most human problems can be successfully corrected provided they are identified in the early stages and referral is made to an appropriate level of care. This applies whether the problem be alcohol and/or drug abuse or other concerns.

When a student's performance or attendance is unsatisfactory and the student is unable or unwilling to correct the situation either alone or with faculty assistance, this may be an indication that there may be some cause outside the realm of the student's responsibilities that is the basis of the problem.

This policy is to assure students that if such personal problems are the cause of unsatisfactory performance, they will receive consideration and an offer of assistance to help resolve such problems in an effective and confidential manner.

Students are assured that their grade standing, future, and reputation will not be jeopardized by approaching the Substance Abuse Committee and utilizing its recommendations.

Students who have a problem with alcohol and/or drugs, which they feel may affect their performance are encouraged to seek counseling and information voluntarily on a confidential basis by contacting a member of the Substance Abuse Committee.

Students referred to seek counseling/treatment by a member of the faculty through the Substance Abuse Committee, will be required to secure adequate medical, rehabilitative counseling, or other services as may be necessary to resolve their problems as a condition of continued enrollment.

It shall be the responsibility of the student to comply with the referrals for assessment of his or her problem and to cooperate and follow the recommendation of the counseling agent. A student's continued refusal to accept diagnosis and treatment will be handled by dealing with the performance problem according to disciplinary procedures up to and including expulsion.

### **Referral Procedure**

1. Students who believe they have alcohol or drug problems which adversely affect their school performance shall be encouraged to contact a member of the Substance Abuse Committee voluntary for information and counseling and to arrange a temporary leave of absence from school.
2. If a student's performance or attendance is unsatisfactory, it will be called to his or her attention per the usual procedure.
3. If unsatisfactory performance or attendance continues, a faculty member will discuss the problem privately with the student. If it appears that the student cannot or will not improve his or her performance or attendance to a satisfactory level, and it appear drugs and/or alcohol are part of the problem, the faculty member will refer the student to the Substance Abuse Committee for further action.
4. If the student accepts the offer of help and the performance or attendance problems improve to a satisfactory documented level, no further action will be taken. No permanent record will be maintained of the student's referral.
5. If the student refuses the offer of help and performance or attendance problems continue, disciplinary procedure will apply up to and including expulsion.

### **Notice Concerning Student Records**

Our Lady of Holy Cross College complies with the Family Education Rights and Privacy Act, a federal law that protects the privacy of education records and gives students certain rights with regard to those records.

### **Policy on Use of OLHCC's Name and/or Seal**



Our Lady of Holy Cross College has the responsibility to protect its mission and vision through regulating the use of the school's name, logo, and seal. Individuals are encouraged to request permission to use the name and/or logo from the Director of Student Affairs to avoid disciplinary action. Any unauthorized use is strictly prohibited.

### **Children on Campus**

There should be no children on campus attending classes with their parents or left unsupervised by their parent or guardian. If children are found in any area of the College unsupervised, the parent or guardian will be located to bring the child to an appropriate location off campus.

### **Insurance Waiver**

All students are required to be covered under a health insurance policy. If students do not presently have a health insurance policy, they are required to purchase the school policy. However, if they do have health insurance, they can complete a Student Insurance Fee Waiver Form in the Bursar's Office to waive this fee. Please note that this form must be completed each semester within ten (10) calendar days from the first day of registration of the current semester.

Additional information on the school policy is available in the Office of Student Affairs and the Office of Health Services.

### **Fire Drills and Evacuation of the Building**

In the event of a drill or real need to evacuate the building, the following guidelines are to be followed. These guidelines apply to all personnel— administrative, faculty, staff, students, and visitors—occupying all parts of the buildings when a notification to evacuate is given. The normal signal to evacuate will be given via the fire alarm system; however, in case of power failure, the signal will be given by authorized marshals.

Posted evacuation plans for every area of the building are strategically posted. Additionally, fire extinguishers, emergency lighting, and exit lights are provided. It is incumbent upon all students and personnel of the College to become familiar with the procedures and routes for evacuation.

### **Parking and Security**

The Security Office is responsible for parking and security services on campus. The security personnel are authorized to police the College property and have the authority to request identification from all individuals on campus if needed. Refer to additional policies section of this handbook for additional parking rules and regulations.

### **Parking and Traffic Regulations**

The operation and parking of all motor vehicles on the OLHCC campus is contingent upon displaying a proper parking permit and adherence to the regulations as set

forth. Failure to comply makes violators subject to the fines and penalties herein. These regulations are prepared by the Security Office for the safety and control of traffic and convenience of the College.

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Posted evacuation plans for every area of the building are strategically posted. Additionally, fire extinguishers, emergency lighting, and exit lights are provided. It is incumbent upon all students and personnel of the College to become familiar with the procedures and routes for evacuation.

### **Registration**

Any member of the faculty, staff, or student body using College owned property for parking must register the vehicle(s) he or she operates on campus. A vehicle parked on campus must display a valid parking permit at all times during the regular and summer semesters. Any vehicle receiving three or more citations for parking on campus without a permit will be subject to immobilization.

The student must present the following documents at time of vehicle registration:

1. Valid OLHCC I.D. or OLHCC fee bill stamped "PAID."
2. Vehicle registration and insurance.

### **Applications**

The following traffic rules and regulations have been enacted by the College for the security and safety of the OLHCC community and apply to all persons who operate a motor vehicle on campus property.

1. Permittee is responsible for all traffic citations in which his or her parking permit is displayed. The campus speed limit is 5 m.p.h. at all times.
2. The parking plan is designed to provide parking as permissible within the limits of available space. Operating a motor vehicle on campus is a privilege and is contingent on compliance with these rules and regulations.
3. Students, faculty, staff, vendors, contractors, visitors, and alumni are expected to abide by these regulations. The fact that a traffic citation is not issued at the time a vehicle is illegally parked does not imply that the regulation or law is no longer in effect. The responsibility for knowledge of the laws and regulations in force rests with the motor vehicle operator.
4. Because parking and traffic violations impede the proper functioning of the College, penalties are provided for the violation of these regulations. Penalties consist of fines/fees and, for excessive violations, the loss of the privilege of operating a motor vehicle on campus. It is the responsibility of

- the vehicle operator to locate a legal parking space within the assigned parking zone. The lack of a convenient parking space is not justification for a violation of parking rules.
5. All appropriate Louisiana criminal laws, motor vehicle laws, New Orleans City Traffic Ordinances, in addition to the College regulations, are in effect on the OLHCC property. Careful adherence to all regulations is required to protect pedestrians and vehicles and to provide access for emergency vehicles. College security officers have jurisdiction to enforce these regulations.
  6. All faculty, staff, and administrators whose primary purpose on campus is employment will be given a staff decal. Students who are employed by the College will be required to park in Student Parking areas.

### **Definitions**

For the purpose of interpretation, certain definitions are in effect:

“Campus” or “Campus area” of “OLHCC” includes all properties owned or controlled by Our Lady of Holy Cross College. “Motor Vehicles” includes automobiles, trucks, motorcycles, moped-type vehicles, and all gas/electric driven 2 or 3 wheel vehicles.

### **Permits**

1. A parking permit will be issued for each individual vehicle according to the owner’s job classification or status as a student.
2. Permits may not be transferred to another person.
3. In the event of loss or theft of a parking permit, the owner must file a Loss/Theft Report within five (5) days of the incident.
4. Temporary Parking Permits are valid for seven calendar days from the day of issuance.

### **Removal of Abandoned Motor Vehicles**

Any motor vehicle that has remained on College property five (5) days or more without a valid parking permit is considered abandoned. The owner will be notified by registered letter to remove the vehicle at once. Failure to comply will result in the permanent disposal of the vehicle.

### **Towing of Vehicles on College Property**

Vehicles parked on College property, found hindering the performance/function of the College may be towed/relocated at the owner’s expense.

### **Visitor Parking**

This area is specifically reserved only for visitors to the College. No permit holder, member of the faculty, staff, administration, or student body at OLHCC is allowed to park in visitor parking at anytime.

### ***Violations and Penalties***

#### **Category One Fines**

Failure to register a vehicle parking on campus is \$15.00 for the first offense, \$25.00 for the second offense, and \$50.00 for the third and subsequent offenses unless:

1. The operator of the vehicle has been affiliated with OLHCC fewer than five (5) working days prior to the violation.
2. The vehicle has been acquired by the individual fewer than five (5) working days prior to the violation.
3. Only the first violation for “No OLHCC Vehicle Registration” can be waived if the vehicle is registered within five (5) working days of the citation. This does include temporary registration.
4. Cases wherein a person has registered a vehicle but fails to display a parking permit, the fine may be reduced to \$5.00.

### **Category Two Fines**

1. Improperly displaying a parking permit is a \$5.00 fine.
2. Failure to display a valid parking permit is a \$5.00 fine.
3. Diagonal parking in a parallel space is a \$10.00 fine.
4. Parking across lines on designated parking spaces is a \$10.00 fine.
5. Parking in an unauthorized area is a \$10.00 fine.
6. Parking in visitor parking is a \$15.00 fine.
7. Unauthorized possession of a parking permit is a \$50.00 fine.
8. Unauthorized parking in a handicap zone is a \$50.00 fine.
9. Damaging or vandalizing a traffic sign is a \$50.00 fine.

### **Category Three Fines**

1. Blocking vehicle traffic, entry ways, or dumpsters is a \$10.00 fine.
2. Reckless driving is a \$25.00 fine.
3. Exceeding the campus speed limit of 5 m.p.h. is a \$25.00 fine.
4. Driving/parking against traffic on a one-way drive is a \$10.00 fine.

### **Category Four Administrative Fees**

1. Any vehicle receiving three or more citations for the infraction “No OLHCC Vehicle Registration” (Category A) will be immobilized by security personnel. An administrative fee of \$50.00 will be collected BEFORE the vehicle will be released.
2. At the discretion of the Director of Security, vehicles may be immobilized for three or more violations of the parking and traffic regulations. The owner/operator of a vehicle immobilized under these conditions will be required to pay the administrative fee of \$50.00 BEFORE the vehicle will be released, and is subject to the banning of the vehicle from the campus for a period of up to one semester.

### **Payment of Fines**

1. Each individual receiving a traffic citation will have ten (10) calendar days from the date of the violation in which payment may be made. To insure proper credit a copy of the citation should accompany payment.

2. After ten (10) calendar days, unpaid traffic fines will be referred to the business office for collection, and a \$10.00 administrative fee will be assessed for each ticket.
3. Challenges: The assessment of any fine may be challenged before the Appeals Committee within ten (10) calendar days of the violation and filing a written appeal on forms provided for this purpose. Incomplete appeals or those which are not accompanied by the issued ticket or copy thereof will not be heard. There is no charge to file an appeal.

### **Temporary Parking**

1. Each temporary tag will be valid for “seven” calendar days from the date issued.
2. All students obtaining a temporary tag must park in student parking areas only.
3. Altering a temporary tag in any way is a \$50.00 fine and will result in disciplinary action and/or the vehicle being banned from campus.
4. Temporary tags must be hung from the rear view mirror facing the outside of the vehicle.
5. A ticket received for “No OLHCC Vehicle Registration” will not be waived if the vehicle is registered with a temporary tag within five days.

### **Parking Appeals Process**

Any student who feels he or she received an unjust citation has the right to appeal the citation. However, the appeal form must be filed within 10 calendar days from the date the citation was issued. Each citation must be individually appealed and the citation must be attached to the appeal form.