

LOUISIANA TECHNICAL COLLEGE GREATER ACADIANA REGION 4

CATALOG
August 2008 – July 2009



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LAFAYETTE, LOUISIANA 70506
Main Office - (337) 262-5962

www.greateracadianaregion.net
www.ltc.edu

A Louisiana Community and Technical College System member governed by the Louisiana Board of Regents.

**Message From The
Regional Director
of
Louisiana Technical College
Greater Acadiana Region 4**

Welcome to Louisiana Technical College Greater Acadian Region 4 whose main campus is Louisiana Technical College, Lafayette Campus. Workforce training is changing rapidly, paced by technological changes. The business community depends on technical colleges to provide a workforce equipped with the skills and knowledge that will ensure economic growth. We do this by providing high quality training programs that produce high quality completers and graduates at the following technical college campuses and sites:

Louisiana Technical College, Lafayette Campus in Lafayette
Louisiana Technical College, Acadian Campus in Crowley
Louisiana Technical College, Charles B. Coreil Campus in Ville Platte
Louisiana Technical College, Evangeline Campus in St. Martinville
Louisiana Technical College, Gulf Area Campus in Abbeville
Louisiana Technical College, T. H. Harris Campus in Opelousas
Louisiana Technical College, Teche Area Campus in New Iberia
Louisiana Technical College, Aviation Maintenance Technology Department in Lafayette
Louisiana Technical College, T.H. Harris Extension in Opelousas
Coushatta Tribe of Louisiana Instructional Service Center in Elton

We adhere to the viewpoint that the institution exists for the benefit of its students. Each of the seven college campuses and instructional sites of the Louisiana Technical College Greater Acadian Region 4 strives to help its students in setting realistic goals that are compatible to their interests and abilities.

Students, to reach your potential you must be committed to your studies to the greatest extent possible, respect the rights and dignity of other college students, and cooperate with faculty and staff in a unified training effort. I encourage each of you to feel welcome to come to me at any time, as your success is of critical importance to our success.

Sincerely,

Phyllis Dupuis

Regional Director

Contents

CATALOG	1
Message From The Regional Director	2
NOTIFICATION TO ALL	5
APPLICANTS/STUDENTS FOR ADMISSION.....	5
PURPOSE OF CATALOG.....	5
ACCREDITATION	5
Greater Acadiana Region 4 Campus Listings.....	6
ACADEMIC CALENDAR	7
MISSION STATEMENTS	9
Affirmative Action/Equal Opportunity	10
HISTORY	11
Program Offerings by Campus	12
Credit Hour Programs	12
Continuing Education Division (CED).....	15
GOVERNING BOARD.....	15
LCTCS Board of Supervisors	15
LCTCS System President	16
Louisiana Technical College, Greater Acadian Region 4.....	16
Institutional Advisory Committee.....	17
Staff and Faculty	18
STAFF.....	18
FACULTY	23
POLICY STATEMENT	34
ADMISSIONS	34
CREDIT HOUR PROGRAMS.....	34
Additional Admissions Requirements for Practical Nursing Applicants:	35
Dual Enrolled High School Student LTC Admission Requirements.....	36
Continuing Education (CED) Applicants	39
COLLEGE COSTS.....	41
TUITION	41
OTHER FEES.....	41
GENERAL REFUND POLICY AND PROCEDURE.....	42
OTHER COSTS.....	43
FINANCIAL AID.....	45
Deadline Dates	45
Ability to Benefit related to Financial Aid	45
Applying for Financial Aid.....	45
STUDENT RIGHTS AND RESPONSIBILITIES	45
Deadline Dates	46
RECEIVING FEDERAL STUDENT AID.....	46
Financial Aid Payments	48
FINANCIAL AID PROGRAMS.....	50
ACADEMIC GUIDELINES	54
Developmental Education Requirements.....	62
GENERAL RULES AND PROCEDURES.....	68
Drug-Free Workplace Policies & Procedures Memorandum	69
Live-Work Projects for Training Purposes	73
SUPPORT SERVICES	74

Counseling	74
Students with Disabilities	74
Career Information Services	74
Library.....	74
Internet Use.....	74
Job Placement	75
Follow-up of Students.....	76
STUDENT ACTIVITIES	77
Student Government Association	77
Phi Beta Lambda (PBL).....	77
Skills USA	77
National Technical Honor Society.....	77
Information Technology Club.....	77
HEALTH AND SAFETY PROCEDURES	78
Safety	78
Accident or Unexpected Illness	78
Fire Drill Regulations	78
Natural Disasters.....	79
Civil Disorder.....	79
Bomb Threat	79
Evacuation Plan	80
Inclement Weather	80
STUDENT GRIEVANCE PROCEDURE	81
Student Grievance Procedure For Other Issues	86
Family Educational Rights and Privacy Act (FERPA).....	89

NOTIFICATION TO ALL APPLICANTS/STUDENTS FOR ADMISSION

The provisions of this catalog do not constitute a contract between Louisiana Technical College (LTC) and the student, but rather reflects the general nature and conditions concerning the educational services of the college campuses in effect at this time.

Any tuition, charges, or cost required by a program are subject to change at any time without notice. All courses, programs and activities described in this catalog are subject to cancellation or termination by the campuses or the Board of Supervisors for Louisiana Community and Technical Colleges at any time. The academic regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in Board policies, occupational and licensure requirements, and other changes related to the quality of the program.

LTC Greater Acadiana Region 4 employees listed in the catalog are those on staff at the time of printing. Other faculty may be appointed, depending on the instructional needs of the campuses.

LTC hereby expressly disclaims any warranty or representation that any course or program completed by a student will enable the student to successfully complete or pass any specific examination for any course, degree, or occupational license.

PURPOSE OF CATALOG

This catalog has been prepared to provide information about the educational opportunities offered by campuses of LTC Greater Acadiana Region 4. The statements in this handbook/catalog are for information only, and do not form a contract between the student and the college. This college reserves the right to change any provision or requirement at any time.

ACCREDITATION

Louisiana Technical College, Lafayette and its branch and extension campuses and any instructional services centers operated by LTC Greater Acadiana Region 4 are accredited by the Accrediting Commission of the Council on Occupational Education (COE). This accreditation means that, nationwide, this college will be recognized as meeting standards of training acceptable for accreditation.

Address of the accrediting agency:

Commission of the Council on Occupational Education
41 Perimeter Center East, NE
Suite 640
Atlanta, GA 30346
Phone: (770) 396- 3898
e-mail: www.council.org

Louisiana Technical College

Greater Acadiana Region 4 Campus Listings

Main Campus: Lafayette Campus

1101 Bertrand Drive

P.O. Box 4909

Lafayette, LA 70502-4909

Phone: (337) 262-5962

Fax: (337) 262-5122

Admissions:

(337) 262-1251

<http://www.ltc.edu/lafayette/default.html>

Branch Campuses:

Acadian Campus

1933 W. Hutchinson

Crowley, LA 70526

Phone: (337) 788-7521

Fax: (337) 788-7642

www.ltc.edu/acadian

Evangeline Campus

P.O. Box 68

600 South Martin Luther King, Jr. Dr.

St. Martinville, LA 70582

Phone: (337) 394-6466

Fax: (337) 394-3965

www.ltc.edu/evangeline

T. H. Harris Campus

332 East South Street

Opelousas, LA 70570

Phone: (337) 948-0239

Fax: (337) 948-0243

www.ltc.edu/thharris

Charles B. Coreil Campus

1124 Vocational Drive

Ward I, Industrial Park

Ville Platte, LA 70586

Phone: (337) 363-2197

Fax: (337) 363-7984

www.ltc.edu/cbcoreil

Gulf Area Campus

1115 Clover Street

Abbeville, LA 70510

Phone: (337) 893-4984

(337) 893-4985

Fax: (337) 893-4991

www.ltc.edu/gulfarea

Teche Area Campus

P.O. Box 11057

609 Ember Drive

New Iberia, LA 70562-1057

Phone: (337) 373-0011

Fax: (337) 373-0039

www.ltc.edu/techearea

Extension Campuses:

Aviation Maintenance Technology Department

205 Shepard Drive, Lafayette, LA

Phone: (337) 262-5186

Fax: (337)262-5266

T H. Harris Extension

6165 I-49 Service Road

Opelousas, LA 70570

Instructional Service Center:

Coushatta Tribe of Louisiana

3759 Powell Road, Elton LA

Phone: 337-584-1536

Fax: 337-584-1484

**LOUISIANA TECHNICAL COLLEGE
GREATER ACADIANA REGION 4
2008-2009**

ACADEMIC CALENDAR

DATE	EVENT	DIRECTIONS
2008 - 2009	FALL 2008	The college campus operates on a semester system. However, some courses can be scheduled during the semester, depending upon their start date.
August 20-22	Registration Days	
August 23	Registration (Optional - Saturday)	
August 25	First Day of Fall Semester	The tuition refund policy will be based upon the Student Academic Calendar, regardless of the initial date of attendance. Financial aid awards will be based on credit hours for the semester, regardless of the initial date of attendance.
August 26	Last Day for Adding Courses	
September 1	HOLIDAY - Labor Day	
September 12	14th Day Fall Semester Enrollment Census	
October 13-17	Mid Semester Week	
October 20	Mid Semester Grades Due (3 p.m.)	Eligibility awards will be calculated once for the entire semester. Therefore, if students add courses after the calculation, they will not receive an additional award.
November 3-7	Adv. Registration Continuing Students Only	
November 7	Last Date to Drop a Course or Withdraw	<u>Fall</u>
November 10-20	Adv. Registration Cont. & All Incoming Students	MINI-SESSION # 1 <i>August 25-October 10</i> <i>Last Day to drop a Course or WITHDRAW –October 1</i> <i>Final Exam - October 10</i> <i>Grades Due - October 13</i>
November 21	Last Date to Reinstate a Student for Semester	MINI-SESSION # 2 <i>October 13- December 4</i> <i>Last Day to drop a Course or WITHDRAW - November 18</i> <i>Final Exam – December 4</i> <i>Grades Due – December 5</i>
November 24-26	Student Fall Break	
November 27-28	HOLIDAYS - Thanksgiving	
December 8	Last Instructional Day of Fall Semester	
December 9-15	Exam Week	
December 16	Course Grades Due (9 a.m.) Graduation Checklists due to Regional Registrar	<u>Spring</u>
December 24-31	HOLIDAYS - Christmas	MINI-SESSION # 1 <i>January 12- March 3</i> <i>Last Day to drop a Course or WITHDRAW – February 18</i> <i>Final Exam - March 3</i> <i>Grades due - March 4</i>
January 1	HOLIDAY- New Year's Day	MINI-SESSION # 2 <i>March 9-April 29</i> <i>Last Day to drop a Course or WITHDRAW - April 20</i> <i>Final Exam – April 29</i> <i>Grades due – April 30</i>
	SPRING 2009	
January 7-9	Registration Days	
January 10	Registration (Optional - Saturday)	
January 12	First Day of Spring Semester	
January 13	Last Day for Adding Courses	
January 19	HOLIDAY - Martin Luther King's Birthday	
January 30	14th Day Spring Semester Enrollment Census	
February 23-24	HOLIDAY-Mardi Gras	
March 9-13	Mid Semester Week	
March 16	Mid Semester Grades Due	

DATE	EVENT	DIRECTIONS
	(3 p. m.)	
March 30	Last Date to DROP a Course or WITHDRAW	
March 31-April 3	Adv. Registration for Continuing Students Only	
April 6-24	Adv. Registration Continuing & All Incoming	
April 9-10	HOLIDIDAY—Good Friday	
April 13-15	Student Spring Break	
April 20	Last Date to Reinstate a Student for Semester	
April 23-25	LCTCS Leadership Conference-Shreveport, LA	<u>Interession</u>
April 29	Last Instructional Day of Spring Semester	May 12-30 Registration - May 6-8
April 30-May 6	Exam Week	Last Day to drop a course or WITHDRAW- May 22
May 7	Course Grades Due (9 a.m.) Graduation Checklists due to Regional Registrar	Final Exams – May 30 Grades Due – May31
SUMMER 2009		
May 25-27	Registration Days	<u>Summer Session</u>
May 28	First Day of Summer Session	Registration –
May 29	Last Day for Adding Courses	May 29-30
June 5	7th Day Summer Session Enrollment Census	First Day of Classes - June 2 Last Day to Add a course - June 3
June 22-26	Mid Session Week	Official Seventh Day Enrollment Census - June 10
June 29	Mid Session Course Grades Due (3 p.m.)	Mid Semester Exam - June 23 Last Day to Drop/Withdraw-July 9
July 3	HOLIDAY - 4th of July	Last Day to Reinstate-July 15
July 7-10	Adv. Registration for Continuing Students Only	Final Exams: July 22-28
July 6	Last Date to DROP a Course or WITHDRAW	Final Grades Due – July 29
July 13	Last Date to Reinstate a Student for Session	
July 14-15	Adv. Registration Continuing & All Incoming	
July 16	Last Instructional Day of Summer Session	
July 17-23	Exams	
July 24	Course Grades Due (9 a.m.) Graduation Checklists due to Regional Registrar	

MISSION STATEMENTS

Mission and Vision of the Louisiana Community and Technical College System

Mission

The mission of the Louisiana Community and Technical College System is to prepare Louisiana's citizens for improved quality of life, workforce success, and continued learning.

Vision:

The Louisiana Community and Technical College System Produces knowledgeable, skilled and confident citizens ready for the future, ready for the workplace and ready to continue learning Delivers rapid, flexible and innovative training and instruction to address changing workforce needs.

Mission of Louisiana Technical College

The Louisiana Technical College (LTC) delivers instructional programs which provide skilled employees for business and industry that contribute to the overall economic development and workforce needs of the state. LTC provides individuals with quality and relevant learning opportunities consistent with identified student and business and industry needs within a life-long learning environment.

Mission of Louisiana Technical College Greater Acadiana Region 4

The mission of Louisiana Technical College Greater Acadiana Region 4 is to provide training which assists students in acquiring the skills necessary for employment.

Objective of Louisiana Technical College Greater Acadiana Region 4

The objective of Louisiana Technical College Greater Acadiana Region 4 is to provide a learning environment and experiences in both preparatory and supplemental training that reflect occupational trends and meet the needs of the region. This training is designed to assist students in achieving competency levels that would render them competitive for entry level employment in order that every individual may be afforded an equal opportunity to develop to his/her full potential. Special upgrading and supplementary training are available for those already employed.

Affirmative Action/Equal Opportunity

Louisiana Technical College Greater Acadiana Region 4 (LTC Region 4) adheres to the equal opportunity provisions of the federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of Race, Color, National Origin (Title VI of the Civil Rights Act of 1964), Sex (Title IX of the Education Amendments of 1972), Disability (Title II of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973), or Age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Reasonable auxiliary aids and services are available upon request to individuals with disabilities. Anyone with questions regarding this policy may contact the U. S. Department of Education, Office for Civil Rights at 1-800-421-3481.

The college has designated a **Discrimination Coordinator (listed below)** to assist applicants and students with problems dealing with the following:

- Title VI – *Discrimination based on Race, Color, National Origin*
- Title IX – *Discrimination based on Sex*
- Americans with Disabilities Act/Section 504 – *Discrimination based on Disability*
- Age Discrimination Act – *Discrimination based on Age*
- Sexual Harassment/Other Harassment
- Crime on campus
- Substance Abuse
- Domestic Violence

Name:	Connie Chopin
Title:	Discrimination Coordinator and Counselor
Location:	Student Services Department - Room 403E Lafayette Campus 1101 Bertrand Drive Lafayette, LA 70506
Contact Number:	337-262-5962

HISTORY

The College

Originally known as trade schools, Louisiana's present day technical colleges began with the establishment of the first campus in Bogalusa in November 1930. Funding for that school was provided by local citizens in response to their desire to expand course offerings of the local school system to include training in automotive mechanics and woodworking. In 1936 a second trade school came into existence in Shreveport. With passage of Louisiana Legislative Act 14 in 1938, five more schools were approved. Schools were constructed in Winnfield, Crowley (**Acadian Campus**), Lake Charles, Opelousas (**T. H. Harris Campus**), and Natchitoches. Two schools in Monroe were added in the early 1940s as a result of the War Production Training Program. Louisiana Legislative Act 109, passed in 1942, authorized a tenth school to be built in Cottonport; it was completed after World War II in 1947. The technical school system expanded further in the early 1950s as the result of passing the Vocational Education Act of 1946. From 1950 to 1957, 17 additional schools were constructed (**including the Teche Area Campus**), bringing the cumulative total of state operated post-secondary technical schools to 27.

Between 1958 and 1973, technical school system expansion slowed considerably with only six additional schools constructed. However, expansion increased with passage of Acts 208 and 209 of the Louisiana Legislature in 1973. Act 208 provided for a comprehensive statewide system of career education from elementary through post-secondary levels of education. From 1974 to 1987, the system added 22 additional campuses (**including Lafayette Campus, Charles B. Coreil Campus, Evangeline Campus, and Gulf Area Campus**). This legislation also led to consolidation of historically black technical schools with other technical institutions in Opelousas, Monroe, and Natchitoches. The net effect of changes was a statewide system of post-secondary technical training involving 53 campuses.

Since the late 1980s, there has been a decrease in the number of post-secondary state-operated technical institutions; currently there are 38 Louisiana Technical College campuses. The number of occupational program offerings grew from 10 in the 1940s to approximately 75 today, comprised of Technical Competency Area, Certificate of Technical Studies, Technical Diploma, and Associate Degree levels of completion. Enrollment grew from 60 students in 1931 to 932 students in 1943. By 1973, enrollment had increased to 12,543 for the 23 schools built between 1950 and 1973, with an estimated total enrollment for the 33 schools in the system of 15,000 including daytime, evening, and industry students. The Fall 2007 census report of Louisiana Technical College students in credit hour programs was 17,462.

The technical college campuses are governed by the fifteen members of the Louisiana Community and Technical College Systems (LCTCS) Board of Supervisors as created in 1998 by Section 7 of Act 170, which in turn comes under regulations set forth by the Louisiana Board of Regents for Higher Education. Act 506 of the 2005 Legislative session required reorganization of the LTC. Today, the 38 Louisiana Technical College campuses are organized under eight (8) regions with a main campus and a variety of extension campuses, instructional service centers, and extended classrooms consisting of multicultural populations encompassing much diversification in the way of ideas, traditions, values, skills, and arts.

Program Offerings by Campus

Programs are designed with knowledge and/or skills activities giving students the opportunity to become proficient in competencies required for employment in business and industry. All curricula are developed through the Board of Supervisors for Community and Technical Colleges via committees consisting of representatives from the governing board, curriculum specialists, instructors, and advisory members from business and industry. The Board of Supervisors for Community and Technical Colleges reviews and gives final approval of all credit-based program curricula.

Program lengths are two years or less. Training programs include occupational and technical fields, general education, continuing education, business and industry specific training, and other special modifications of programs as necessary to meet the requirements of business and industry.

Certificates, Technical Diplomas, and the Associate of Applied Science degree programs are offered for enrollment.

The Associate of Applied Science (AAS) degrees, for all intents and purposes, are terminal degrees; only the general education courses within these programs transfer to other postsecondary colleges and universities in the state. In LTC Region 4, these courses are offered through a collaboration agreement with South Louisiana Community College. The core curricula of all AAS programs are not designed for transfer to other 2-year or 4-year institutions outside of the LTC System unless specifically stated otherwise. Transferability is up to the receiving institution.

Credit Hour Programs

The credit hour programs approved to be offered at LTC Region 4 are identified below. Levels that students may exit from the program with a credential are also listed. Program exit levels may vary by program and by campus.

***Notice: Those programs identified with an asterisk (*) are expected to begin accepting enrollment in the Fall 2008.**

LTC Region 4 Program Inventory						
Campus Name	CIP	Program Name	TCA	CTS	TD	AAS
Acadian	520302	Accounting Technology	X	X	X	
Acadian	470604	Automotive Technology	X	X	X	
Acadian	490205	Commercial Vehicle Operations	X			
Acadian	470605	Diesel Powered Equipment Technology	X	X	X	
Acadian	151301	Drafting and Design Technology	X	X	X	
Acadian	480501	Machine Tool Technology	X	X	X	
Acadian	460101	Masonry (*)	X	X	X	
Acadian	510716	Medical Office Assistant		X		
Acadian	511614	Nurse Assistant	X			
Acadian	520401	Office Systems Technology	X	X	X	
Acadian	512601	Patient Care Technician	X	X		
Acadian	511613	Practical Nursing	X		X	
Acadian	480508	Welding	X	X	X	
Charles B. Coreil	520302	Accounting Technology	X	X	X	
Charles B. Coreil	470604	Automotive Technology	X	X	X	
Charles B. Coreil	510801	Medical Assistant		X		
Charles B. Coreil	510716	Medical Office Assistant		X		
Charles B. Coreil	511614	Nurse Assistant	X			
Charles B. Coreil	520401	Office Systems Technology	X	X	X	
Charles B. Coreil	512601	Patient Care Technician	X	X		
Charles B. Coreil	511613	Practical Nursing	X		X	
Charles B. Coreil	480508	Welding	X	X	X	
Evangeline	520302	Accounting Technology	X	X	X	
Evangeline	470603	Collision Repair Technology	X	X	X	

LTC Region 4 Program Inventory						
Campus Name	CIP	Program Name	TCA	CTS	TD	AAS
Evangeline	190709	Care and Development of Young Children	X	X	X	
Evangeline	510716	Medical Office Assistant		X		
Evangeline	511614	Nurse Assistant	X			
Evangeline	520401	Office Systems Technology	X	X	X	
Evangeline	512601	Patient Care Technician	X	X		
Evangeline	511613	Practical Nursing	X		X	
Evangeline	480508	Welding	X	X	X	
Gulf Area	520302	Accounting Technology	X	X	X	
Gulf Area	470201	Air Conditioning & Refrigeration	X	X	X	
Gulf Area	470603	Collision Repair Technology	X	X	X	
Gulf Area	470104	Computer Electronics Technology		X	X	X
Gulf Area	120401	Cosmetology	X		X	
Gulf Area	470605	Diesel Powered Equipment Technology	X	X	X	
Gulf Area	151301	Drafting and Design Technology	X	X	X	
Gulf Area	460302	Electrician	X	X	X	
Gulf Area	510716	Medical Office Assistant		X		
Gulf Area	510801	Medical Assistant		X		
Gulf Area	511614	Nurse Assistant	X			
Gulf Area	520401	Office Systems Technology	X	X	X	
Gulf Area	512601	Patient Care Technician	X	X		
Gulf Area	511613	Practical Nursing	X		X	
Gulf Area	480508	Welding	X	X	X	
Coushatta Tribe	460302	Electrician (*)	X	X	X	
Coushatta Tribe	470201	Air Conditioning & Refrigeration	X	X	X	
Lafayette	520302	Accounting Technology	X	X	X	X
Lafayette	470201	Air Conditioning & Refrigeration	X	X	X	
Lafayette	470604	Automotive Technology	X	X	X	X
Lafayette Extension	470608	Aviation Maintenance Technology	X	X	X	X
Lafayette	120402	Barber-Styling			X	
Lafayette	190709	Care and Development of Young Children	X	X	X	X
Lafayette	510802	Clinical Laboratory Technician				X
Lafayette	120503	Culinary Arts and Occupations	X	X	X	X
Lafayette	151301	Drafting and Design Technology	X	X	X	X
Lafayette	460302	Electrician	X	X	X	
Lafayette	100303	Graphic Communication/Desktop Publishing	X	X	X	X
Lafayette	520904	Hospitality/Tourism-Guest Services Agent	X	X	X	X
Lafayette	110901	Info Comm Technology: Computer Network Specialist	X	X	X	X
Lafayette	111001	Info Comm Technology Computer/Networking Support	X	X	X	X
Lafayette	470105	Industrial Electronics Technology	X	X	X	
Lafayette	470408	Jewelry Manufacturing Technology	X	X	X	
Lafayette	480501	Machine Tool Technology	X	X	X	
Lafayette	510716	Medical Office Assistant		X		
Lafayette	511614	Nurse Assistant	X			
Lafayette	520401	Office Systems Technology	X	X	X	X
Lafayette	512601	Patient Care Technician	X	X		
Lafayette	511613	Practical Nursing	X		X	
Lafayette	510909	Surgical Technology				X
Lafayette	480303	Upholstery Technology	X	X	X	
Lafayette	480508	Welding	X	X	X	

LTC Region 4 Program Inventory						
Campus Name	CIP	Program Name	TCA	CTS	TD	AAS
T. H. Harris	520302	Accounting Technology	X	X	X	
T. H. Harris	470201	Air Conditioning & Refrigeration	X	X	X	
T. H. Harris Ext.	470604	Automotive Technology	X	X	X	
T. H. Harris	190709	Care and Development of Young Children (*)	X	X	X	X
T. H. Harris	151102	Civil, Surveying and Mapping Technology	X	X	X	X
T. H. Harris Ext.	120401	Cosmetology	X		X	
T. H. Harris Ext.	470605	Diesel Powered Equipment Technology	X	X	X	
T. H. Harris	151301	Drafting and Design Technology	X	X	X	
T. H. Harris	460302	Electrician	X	X	X	
T. H. Harris	110901	Info Comm Technology: Computer Network Specialist	X	X	X	X
T. H. Harris	470105	Industrial Electronics Technology	X	X	X	X
T. H. Harris	480501	Machine Tool Technology	X	X	X	
T. H. Harris	510716	Medical Office Assistant		X		
T. H. Harris	410204	Nondestructive Testing Technology	X	X	X	
T. H. Harris	511614	Nurse Assistant	X			
T. H. Harris	520401	Office Systems Technology	X	X	X	
T. H. Harris	512601	Patient Care Technician	X	X		
T. H. Harris	511613	Practical Nursing	X		X	
T. H. Harris	480508	Welding	X	X	X	
Teche Area	520302	Accounting Technology	X	X	X	
Teche Area	470201	Air Conditioning & Refrigeration	X	X	X	
Teche Area	190709	Care and Development of Young Children	X	X	X	X
Teche Area	460201	Carpentry	X	X	X	
Teche Area	470104	Computer Electronics Technology		X	X	
Teche Area	151301	Drafting and Design Technology	X	X	X	
Teche Area	460302	Electrician	X	X	X	
Teche Area	111001	Info Comm Technology: Computer/Networking Support	X	X	X	X
Teche Area	470303	Industrial /Agriculture/Mechanics Technology	X	X	X	
Teche Area	470105	Industrial Electronics Technology	X	X	X	
Teche Area	480501	Machine Tool Technology	X	X	X	
Teche Area	510716	Medical Office Assistant		X		
Teche Area	511614	Nurse Assistant	X			
Teche Area	520401	Office Systems Technology	X	X	X	
Teche Area	512601	Patient Care Technician	X	X		
Teche Area	511613	Practical Nursing	X		X	
Teche Area	480508	Welding	X	X	X	

Continuing Education Division (CED)

The Continuing Education Division of LTC Region 4 is administered by the Chief Workforce and Training Officer. Continuing Education courses are offered both in the day and in the evening during the school year. Continuing education courses are non-credit and can serve various purposes: occupational training, customized training for business and industry, and leisure learning. Courses vary according to the interests and needs of the population served. Continuing education students who successfully complete course requirements earn an acknowledgment that verifies successful completion.

CED Program Accreditation and Course Offerings

The Continuing Education program is accredited by the International Association for Continuing Education and Training. Course offerings vary from semester to semester and campus to campus. To get a listing for a specific semester, simply contact the campus of your choice or access *Continuing Education* on the Greater Acadiana Region 4 website.

GOVERNING BOARD

The Board of the Louisiana Community and Technical College System' (LCTCS) consists of 17 members. The LCTCS Board is composed of 15 members appointed by the Governor with consent of the Senate, two from each of the seven congressional districts with one at-large member. Each member serves overlapping six-year terms, and the Board is constitutionally required to be representative of the state's population by race and gender to ensure diversity.

There are two student members – one elected by and from membership of a council composed of the student body presidents of the community colleges and one student elected by and from the membership of a council composed of student body presidents of the Louisiana Technical College under the supervision and management of the LCTCS Board. Each student member serves a one-year term.

LCTCS Board of Supervisors

Mr. Brett J. Mellington Board Chair 110 Bellridge Lafayette, LA 70506	Ms. Geraldine Taylor 252 Purple Dawn Drive Sunset, LA 70584
Mr. Stephen C. Smith First Vice Chair 412 South Van Avenue Houma, LA 70361	Ms. Kathy Sellers Johnson P. O. Box 12564 Alexandria, LA 71315-2564
Mr. Carl H. Franklin Second Vice Chair 401 Market St., Suite 400 Shreveport, LA 71101	Mr. F. Mike Stone 110 South Pierce, Apt. A New Orleans, LA 70119-6042
Mr. E. Edwards Barham P.O. Box 238 Oak Ridge, LA 71264-0238	Ms. Helen Bridges Carter P.O. Box 280 Greensburg, LA 70441
Mr. John E. Delaney 17729 Masters Point Court Baton Rouge, LA 70810-7992	Mrs. Ava M. Dejoie 1830 Louisiana Avenue New Orleans, LA 70115
Mr. Michael "Mickey" Murphy 810 North Columbia Road Bogalusa, LA 70427	Mr. Vincent St. Blanc, III 92 Main Street Franklin, LA 70538
Mr. Daniel Packer Entergy New Orleans, Inc. New Orleans, LA	Keith Gamble Shreveport, LA
Student Board Member	Student Board Member

Kayla Marie Adams
LTC Young Memorial
Campus/Region 3
Attn: Student Government
Association
P O Box 2148
Morgan City, LA 70381

Cedric Hampton, Jr.
Baton Rouge Community College
Attn: Student Government Association
5310 Florida Boulevard
Baton Rouge, LA 70806

LCTCS System President

Joe D. May
265 S. Foster Drive
Baton Rouge, LA 70806-4104

**Louisiana Technical College, Greater Acadian
Region 4**

Ms. Phyllis Dupuis
Regional Director
1101 Bertrand Drive
Lafayette, LA 70506-4909
Ph: (337) 262-5962 Fax: (337) 262-5122

Institutional Advisory Committee

LTC Region 4 utilizes the expertise and knowledge of an institutional advisory committee composed of members of each campus community.

Lafayette Campus Institutional Advisory Committee			
Name/Campus Rep.	Company & Title & E-Mail	Mailing Address	Phone & FAX
Roland Boudreux Acadian	Acadian Parish Sch. Board President boudreaux4106@bellsouth.net	701 East E street Rayne, LA 70578	(337) 684-2995 NA
Brenda Saucier C.B. Coreil	Hancock Bank Branch Manager brenda_saucier@hancockbank.com	232 West Main Ville Platte, LA 70586	(337) 363-5602 (337) 363-6217
Angela Daigle Evangeline	St. Martin Parish Government Administrative Asst/Former Student adaigle@smartinparish.net	P.O. Box 9 St. Martinville, LA 70582	(337) 394-2200 (337) 394-2209
Whitney Atchetee Gulf Area	Whitney Atchetee Physical Therapy Owner/President atchetwe@bellsouth.net	10010 Broussell Drive Abbeville, LA 70510	(337) 893-3258 (337) 898-0495
Burnell LeJeune Lafayette	Lafayette Parish School Board Career & Tech Ed. Supervisor jblejeune@ltssonline.com	P. Box Drawer 2158 Lafayette, LA 70502	(337) 236-6891 (337) 236-6837
Frankie Bertrand T H Harris	Opelousas-St. Landry Chamber President chamberdesk@charter.net	109 W. Vine Street Opelousas, LA 70570	(337) 942-2683 (337) 942-2684
Mike Tarantino Teche Area	IDF CEO mtarantino@iberiabiz.org	101 Burke Street New Iberia, LA 70560	(337) 367-0834 (337) 367-7421
Gregg Todd At Lrg, Workforce Advisory Bd	Stuller Inc. Corporate Training Administrator Gregg_todd@stuller.com	302 Rue Louis XIV Lafayette, LA 70508	(337) 262-7700 (337) 993-7498
Andy Begneaud At Large CMS Advisory Bd	Begneaud Manufacturing Support Group Mgr. andyb@begno.com	306 East Amedee Drive Scott, LA 70583	(337) 237-5069 (337) 234-3836
Dale Cleveland At Large Dept of Labor	LA Dept. of Labor, Job Services Workforce Dev. Manager 4 dclleveland@ldol.state.la.us	P. O. Box 3447 Lafayette, LA 70502	(337) 262-5540 (337) 262-5540
Chris Dunbar At Large LWIA 40	LWIA 40 WIA Program Administrator jtpa40@aol.com	230 W. Bellevue Street Opelousas, LA 70570	(337) 942-5678 (337) 942-9654
Glen Dugas At. Large, LWIA 41	Lafayette Consolidated Government WIB Executive Director glennd@cox-internet.com	215 East Pinhook Road Lafayette, LA 70501	(337) 706-1215 (337) 291-7191
Ryan Duplechain At Large LTC Foundation	St. Landry Parish Assessor rhydn@bellsouth.net	P.O. Box 39 Opelousas, LA 70571	(337) 942-3166 (337) 942-3174

Staff and Faculty

All staff and faculty members are carefully selected. Faculty members have the educational background and occupational experience in the technical areas in which they teach. Each faculty member is certified by the governing board to state board policy standards. The college administrators as well as support and student affairs staff are also certified. The college adheres to all state and federal regulations pertaining to employment.

STAFF

Campus Administration		
Dupuis, Phyllis Regional Director Campus Dean, Lafayette	All Campuses	M.Ed. + 30, University of Louisiana at Lafayette, Louisiana; B.S., University of Louisiana at Lafayette; CTS Certification in Supervisory Techniques, LA Dept. of State Civil Services/Governor's Office;
Esprey, Allen Associate Dean	T H Harris & C. B. Coreil	M.P.A. University of Missouri, Kansas City, 1981; BGS (Business) University of Nebraska 1971
Faulk, Annette Associate Dean	Teche Area & Gulf Area	M.B.A., University of Louisiana at Lafayette; B.S. Accounting, McNeese State University; Certified Public Accountant
Filer, Millie Assistant Dean	Evangeline	M.Ed., University of Southwestern Louisiana; B.S., University of Southwestern Louisiana
Fontenot, Susan Assistant Dean	C. B. Coreil	Associate of Office Administration, Louisiana State University at Eunice; B.S. Business Education, McNeese State University at Lake Charles, LA; Master's Degree, Adult Education, Northwestern State University
Harb, Said Assistant Dean	TH Harris	Master of Science Degree in Civil Engineering Concentration: Structural Engineering, University of Southwestern Louisiana (UL), Lafayette, LA; Bachelor of Science Degree in Civil Engineering, University of Southwestern Louisiana (UL), Lafayette, LA
Huggins, Desiree D. Assistant Dean	Lafayette	M.A., Central Michigan University; B.S., University of Louisiana at Lafayette; B.S., Louisiana Tech University
Jarrell, Camille Assistant Dean	Teche Area	B.A, Elementary Ed, USL, Lafayette, LA; Masters in Ed, Guidance & Counseling, USL, Lafayette, LA; Licensed Professional Counselor
Lee, Angela Assistant Dean	Gulf Area	M.S., Industrial Technology, McNeese University 2007; B.S., Business Administration, University of Southwestern Louisiana; Certified Professional Secretary
Miers, Patricia Assistant Dean	Acadian	+30 Certification 2004 – University of Louisiana at Lafayette; Masters Degree – Educational Technology 1997 – McNeese State University; Bachelor of Science – Business Education 1975 – University of Southwestern Louisiana

Campus Administration		
Schexsnayder, Harold Assistant Dean	T H Harris	B.S., University of Southwestern Louisiana Business Education 1975 (Minor: Psychology); M.Ed. Louisiana State University 1980, Educational Administration and Supervision (Minor: Psychology)

Campus Administrative/Clerical Staff		
Breaux, Anita G.	Lafayette	Administrative Assistant 4
Dugas, Jamie	Teche Area	Administrative Assistant 4
Linck, Amanda	TH Harris	Administrative Assistant 4

Division of Business Affairs Administration & Staff		
Broussard, Remona	TH Harris	Administrative Coordinator 3
Clement, Van	Lafayette	Purchasing Technician 2
Donatto, Yolanda	Lafayette	Accounting Specialist 1
Fitzpatrick, Glenda	Lafayette	CP Coordinator/Grants Accountant
Gathe, Vergie	Lafayette	Interim Human Resources Manager
Harrington, Deidra	Lafayette	Budget Analyst
Hoag, Arlene	Lafayette	Chief Financial Officer
Joseph, Zebada	TH Harris	Administrative Coordinator 2, Timekeeping/Bookstore
Lejeune, Paula	Lafayette	Associate Director of Business Affair, Budget and Accounting
Simon, Patricia	Lafayette	Human Resources Analyst A

Division of Academic & Student Affairs Administration & Staff		
Sonnier, Pam V Associate Dean Academic & Student Affairs	Lafayette	M.Ed., University of Southwestern Louisiana; B.S., University of Southwestern Louisiana; Adult Education Certification
Anglin, Shea	Teche Area	Administrative Coordinator 3 FAO Clerk
Arceneaux, Lisa	Gulf Area	Administrative Coordinator 3, FAO Clerk
Aucoin, Ruby A	Lafayette	Registrar
Benoit, Twana	TH Harris & C. B. Coreil	Student Affairs Officer
Boutte, JoAnn	Acadian	Administrative Coordinator 3, FAO Clerk
Broussard, Ann	Gulf Area	Administrative Coordinator 4, SCEAS
Caruso, Kelly	TH Harris & C. B. Coreil	Financial Aid Officer

Division of Academic & Student Affairs Administration & Staff		
Champagne, Donna	Evangeline	Administrative Coordinator 4, SCEAS
Chopin, Connie	Lafayette	Student Affairs Officer
Covington, Renee	Teche Area	CED Admissions, Student Services
Dooley, Christina	Teche Area	Chief Financial Aid Officer
Duffy, Sandra C	Lafayette	Administrative Coordinator 3, Child Care Dept.
Edwards, Tobi I.	Gulf Area	Student Affairs/Financial Aid Officer
Falgout, Brenda	T H Harris	Administrative Coordinator 4, SCEAS
Faulk, Tammy	Teche Area	Administrative Coordinator 4, SCEAS
Gary, Mary B	Gulf Area	Administrative Coordinator 1, Admissions
Gathe, Andrea	Evangeline	Administrative Coordinator 3, FAO Clerk/Receptionist
Gordon, Joseph	Acadian & Evangeline	Student Affairs /Financial Aid Officer
Greene, Kelly	TH Harris	Administrative Coordinator 3, Admissions & Records
Guillory, Cadila	C. B. Coreil	Administrative Coordinator 3, FAO Clerk/Receptionist
Higginbotham, Judy	Lafayette	Associate Director of Institutional Research
Jenkins, Velma	Lafayette	Administrative Coordinator 4, SCEAS
Lopez, Nicole	Teche Area	Student Affairs Officer
Martin, Christina	Lafayette	Administrative Coordinator 1, Receptionist
McDonald, Melinda	Teche Area	Administrative Coordinator 3, Admissions
Morris, Gail	Lafayette	Administrative Coordinator 3 Testing/FAO Clerk
Powell, India	Lafayette	Financial Aid Officer
Taylor, Steven	Acadian	E Learning Coordinator
Thibodeaux, Ruthy	Acadian	Administrative Coordinator 4, SCEAS
Thomas, Amanda	C.B. Coreil	Administrative Coordinator 4, SCEAS
Vincent, Alice	Lafayette	Administrative Coordinator 1, Admissions

Division of Facilities, Safety & Property Management Administration & Staff		
Espre, Allen Associate Dean	TH Harris	Chief Facilities, Safety, & Property Management
Brown, Henrietta	Lafayette	Coordinator/ Property/Fleet Control & Safety Mgmt
Badeaux, Allen	Teche Area	Maintenance Forman

**Division of Facilities, Safety & Property Management
Administration & Staff**

Baker, Harry	TH Harris	Custodian 2
Blanchard, James	Evangeline	Custodian 2
Broussard, Mary	Teche Area	Maintenance Repairer 1
Cobb, Quintien	Gulf Area	Maintenance Repairer 1
Hanks, Kenneth	Acadian	Maintenance Foreman
Henry, Arthur	TH Harris	Maintenance Repairer 2
Hoffpaur, Karl M.	Acadian	Maintenance Repairer 2
Malveaux, Terrance	Lafayette	Custodian 2
Paul, Charles	Lafayette	Custodian 2
Simon, James	Evangeline	Maintenance Repairer 2
Theriot, Melvin	Teche Area	Maintenance Repairer 2
Tizeno, Buck	TH Harris	Maintenance Repairer 1
Whittington, Jessie	C. B. Coreil	Maintenance Repairer 2

**Division of Workforce & Economic Development
Administration & Staff**

Burkheiser, Debbie	Lafayette	Chief Workforce and Training Officer
Arnaud, Melissa	Teche Area	WPL Step Coordinator
Beard, Margaret	Lafayette	Workforce Coordinator/IWTP Coordinator
Fontenot, Tellin	Lafayette	Pathways Grant Coordinator
Horn, Kelli	Lafayette	Media & Public Relations
Johnson, Dionne	T H Harris	WPL Step Coordinator
Krause, Lisa	Evangeline	WPL Step/CP Grants Coordinator
Lee, Francena	Lafayette	Administrative Coordinator 4, CED Admissions/Records
Levrier, Brady	Acadian	WPL Step Coordinator
Milton, Erica	C. B. Coreil	WPL Step Coordinator
Morrison, Mary	Gulf Area	WPL Step Coordinator
Sion, Samantha	Lafayette	Administrative Coordinator 3, KYTE/Career Tech
Smith, Willie E	Lafayette	KYTE Coordinator
Sonnier, Willa	Lafayette	WPL Step Coordinator

**Division of IT (Information Technology) & Grants Development
Administration & Staff**

Faulk, Annette	Teche Area	Associate Dean of IT/Grants Development
Bourgeois, Paul	Gulf Area	Career Tech Facilitator
Broussard, Christina	Gulf Area	Career Tech Clerk
Delafosse, Betty	Lafayette	Career Tech Facilitator
Jummonville, Margaret	Teche	CDBG Grants Coordinator
Thibodeaux, Dale	Lafayette	IT Tech Support Specialist 1

FACULTY

12-Month and 9-Month Faculty By Campus Location Lafayette			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Anthony	Wilbert	Air Conditioning and Refrigeration	Associate of Applied Technology Occupational Education, 2005 Sowela Community and Technical College, Lake Charles, LA
Babineaux	Shirly	Practical Nursing	Bachelor of Science, Nursing, 1999 Loyola University, New Orleans, LA
Bertucci	Roy	Info Comm Tech: Computer Network Specialist (AAS) and Computer/Networking Support (AAS)	Bachelor of Science, Industrial Tech., 1983, Univ. of SW LA, Lafayette, LA.
Bordelon	Nancy Jane	Dev Ed –Math/Science Pre Allied Health	Bachelor of Science in Accounting, McNeese State University, 1985, Lake Charles, LA
Broussard	Amy	Surgical Technology	Technical Diploma, Surgical Technology, LTC Lafayette Campus, 1996
Broussard	Matthew	Medical Office Assistant, Accounting Tech (AAS), and Office Systems Technology (AAS)	Masters in Bus. Admin, 2001, Charleston Southern University
Castro	Kathaline	Care & Development of Young Children (AAS)	Masters in Human Resources, 2003, University of Louisiana, Lafayette, LA
Chevalier	Jo	Barber Styling	Associate of Applied Technology, Occupational Education, Sowela Community and Technical College, Lake Charles, LA
Connolly	Mavis	Patient Care Technology	Associate of Applied Technology Occupational Education, 2005 Sowela Community and Technical College, Lake Charles, LA
Cormier	Patricia	Medical Office Assistant, Accounting Tech (AAS), and Office Systems Technology (AAS)	Bachelor of Science, Bus. Admin, 1981, Univ. of SW LA, Lafayette, LA
Das	Nabakrishna	Info Comm Tech: Computer Network Specialist (AAS) and Computer/Networking Support (AAS)	Masters, Computer Science, 1986, Jackson State Univ., Jackson, MS
Deruise	Phyllis	Nurse Assistant	TD Diploma, License Practical Nursing
Desormeaux	Connie	Practical Nursing	Bachelor of Science, Nursing, 1979, Univ. of SW LA, Lafayette, LA
Doucet	Brian	Machine Tool Technology	Associate of Applied Technology Occupational Education, 2005 Sowela Community and Technical College, Lake Charles, LA
Dugas	Wallace	Graphic Comm/Desktop Publishing	Associate of Applied Technology Occupational Education, 1997. LTC, Sowela Technical, Lake Charles, LA
Duplechian	Rochelle	Surgical Technology	Bachelor of Science, Texas A& M, 1988; T.D. Surgical Technology, Lafayette Campus 1995
Fontenot	James	Clinical Laboratory Technician (AAS)	Bachelors, Medical Tech., 1975, Louisiana State University

**12-Month and 9-Month Faculty
By Campus Location
Lafayette**

Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Hebert	Karon Ellen	Clinical Laboratory Technician (AAS)	MS Health Services Administration, Univ. of St. Francis, Joliet, IL, 2003; BS Medical Technology, Univ. of Southern Mississippi, Hattiesburg, MS, 1990
Henry	Alvin	Automotive Technology (AAS)	Associate of Applied Technology Occupational Education, 1996. LTC, Sowela Technical, Lake Charles, LA
Hyde	Connie	Practical Nursing	Bachelors, Nursing, 1974, Univ. of SW LA, Lafayette, LA.
Jacquet	Marcella	Upholstery	Bachelors, Business, 1975, Univ. of SW LA, Lafayette, LA
Jones	Jacqueline	Hosp/Tour Guest Services Agent (AAS) Medical Office Assistant, Accounting Tech (AAS), and Office Systems Technology (AAS)	Masters in Ed., Instructional Technologies, McNeese State University, Lake Charles, LA
Keating	Julie	Practical Nursing	M.S. in Nursing
Kennerson	Margaret	Practical Nursing	Associate Degree, Nursing, 1993, Louisiana State University, Eunice, LA
Kinchen	Nancy	Non-trans Gen Ed – Medical Office Assistant, Accounting Tech (AAS), and Office Systems Technology (AAS)	Masters, Business, 1992, Univ. of SW La, Lafayette, LA
Landry	David	Drafting & Design Tech AAS	Bachelors, General Studies, 2000, Univ. of LA, Lafayette, LA
Landry	Dena	Jewelry Manufacturing	Bachelors, Fine Arts, 1990, Univ. of SW LA Lafayette, LA
Landry	Merlin	Industrial Electronics Technology (TD)	B.S. in Electrical and Computer Engineering, University of Southwestern Louisiana
Latiolais	Joseph Harry	Industrial Electronics Tech (TD)	Associate of Applied Technology Occupational Education, 1996. LTC, Sowela Technical, Lake Charles, LA
Lavergne	Lori	Surgical Technology (AAS)	AAS, 2007; Technical Diploma, Surgical Technology, 1983, Our Lady of Lourdes, Lafayette, LA
Lemelle	Justine	Practical Nursing	Bachelors, Nursing, 1979, Univ. of SW LA, Lafayette, LA
Livingston	Pernell	Info Comm Tech: Computer Network Specialist (AAS) and Computer/Networking Support (AAS)	Masters in Ed., Admin. & Supervision, 1996, Southern University, Baton Rouge, LA
Ludeau-Hansen	Mary	Dev Ed Reading & English; Pre Allied Health	Bachelor of Arts, Eng., 1980 Univ. of SW LA, Lafayette, LA
May	Vanessa	Medical Office Assistant, Accounting Tech (AAS), and Office Systems Technology (AAS)	Masters, Bus. Admin, 2003, American InterContinental University

12-Month and 9-Month Faculty By Campus Location Lafayette			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
McCauley	Robert Glenn	Welding	Associate of Applied Technology Occupational Education, 2003. LTC, Sowela Technical, Lake Charles, LA
Moon	Cynthia	Care & Development of Young Children (AAS)	Masters, Family and Human Dev, 1985, Mississippi Univ. for Women
Nettles	Janet	Medical Office Assistant, Accounting Tech (AAS), and Office Systems Technology (AAS)	Masters, Bus. Ed, 1995, Univ. of W. Alabama
Pitre	Joseph	Info Comm Tech: Computer Network Specialist (AAS) and Computer/Networking Support (AAS)	M.S, 2007, Bachelors, Management, 1978, Univ. of SW LA, Lafayette, LA
Richert	Angella Michelle	Practical Nursing	Bachelor of Science, Nursing, 1983, Univ. of SW LA, Lafayette, LA
Simon	Brenda	Practical Nursing	Bachelor of Science, Nursing, 2004, Northwestern State Univ.
Sonnier	Jerry	Culinary Arts and Occupations	Associate of Applied Technology Occupational Education, 1996. LTC, Sowela Technical, Lake Charles, LA
Sonnier	Willa	Workplace Literacy	B.S. Criminal Justice, May 2003, Southern University, Baton Rouge, LA
Thomas	Earline	Culinary Arts and Occupations	Associate of Applied Technology Occupational Education, 1997. LTC, Sowela Technical, Lake Charles, LA
Weekley	Clifton	Electrician	Associate of Applied Technology Occupational Education, 1997. LTC, Sowela Technical, Lake Charles, LA
Williams	Pemella	Practical Nursing Dept. Head	Masters, Health Services Admin., 1992, College of St. Francis

12-Month and 9-Month Faculty By Campus Location Aviation Maintenance Technology Department Extension (Lafayette)			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Gaspard	Fedlis	Aviation Maintenance Tech (AAS)	High School Diploma
Gyarfas	Nicholas	Aviation Maintenance Tech (AAS)	Associate of Applied Technology Occupational Education, 2005 Sowela Community and Technical College, Lake Charles, LA

12-Month and 9-Month Faculty By Campus Location Acadian Campus			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Bolinger	Sandra	Practical Nursing; Patient Care Tech; Nurse Assistant\IV Therapy\Phlebotomy	Associate Degree, Nursing, 1989 LA State Univ., Eunice, LA
Bourque	Ryan	Welding	H.S. Diploma, 1997, West Monroe High School, West Monroe, LA

12-Month and 9-Month Faculty By Campus Location Acadian Campus			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Cormier	Patrick	Diesel Powered Equip Tech	Associate Applied Technology Degree, Occupational Education, 1998, Sowela Technical, Lake Charles, LA
Doucet	Michael	Drafting and Design Technology	Associate Applied Technology Degree, Occupational Education, 1998, Sowela Technical, Lake Charles, LA
Kelley	Charles	Accounting Tech; Office Systems Tech; Medical Office Assistant; Non-Trans. English	Masters Degree, Accounting, 1970 LA Tech, Ruston LA
Lemoine	Eula	Practical Nursing	Associate Degree, Nursing, LSUA, 1982 Alexandria, LA
Levrier	Brady	Workplace Literacy Dev Ed/All Disciplines; Non trans. Gen Ed	Ph.D. - Vocational Education, 1990 LA State Univ., Baton Rouge, LA
Matthews	Annie	Office Systems Tech; Accounting Tech; Medical Office Assistant; Non-Trans. English	Bachelors Degree, Education (Business) – 1974, Southern Univ, Baton Rouge, LA
McGinn	Cynthia	Patient Care Tech; IV Therapy, Phlebotomy	Associate of Applied Technology Occupational Education, 2003 Sowela Tech/Community College Lake Charles, LA
Mire	Erick	Commercial Vehicle Operations	High School Diploma/GED, 1986 Rayne High School, Rayne, LA
Rigsby	Calvin	Commercial Vehicle Operations	High School Diploma, Eunice High School, 1970, Eunice, LA 70586
Sam	James Larry	Commercial Vehicle Operations	High School Diploma, Opelousas High School, Opelousas, LA 1973
Sarver	Larry	Automotive Technology	High School Diploma, Indian Bayou High School, 1969, Indian Bayou, LA,
Spaetgens	Darla	Office Systems Technology; Medical Office Assistant; Non- Trans. Gen Ed. English	B.S. Cooperative Office/Business Education, USL, 1988, Lafayette, La
Stutes	Donald	Machine Tool Technology	Associate of Applied Technology Occupational Education, 2005 Sowela Tech/Community College Lake Charles, LA
Treadway	Charles	Commercial Vehicle Operation	Associate of Applied Technology Occupational Education, 1997 Sowela Technical, Lake Charles, LA

12-Month and 9-Month Faculty By Campus Location Gulf Area Campus			
Last Name	First Name	Area of Instruction	Degrees and Conferring Institution
Baudoin	Timothy	Office Systems Tech; Accounting Tech	B.S. Business Administration University of Louisiana at Lafayette; Lafayette, LA

12-Month and 9-Month Faculty By Campus Location Gulf Area Campus			
Last Name	First Name	Area of Instruction	Degrees and Conferring Institution
Broussard	Rhonda	Cosmetology	Associate of Applied Technology Occupational Ed, 2004 Sowela Tech/Comm. College Lake Charles, LA
Cernich	Rebecca	Office Systems Tech; Accounting Tech	Bachelor's Degree, Business Education, 1986, Univ of SW Louisiana, Lafayette, LA
Fair	Henry Etta	Office Sys Tech./Non- tran. Gen. Ed./English	Bachelor's Degree, Business Ed, 1969 LA State Univ., Baton Rouge, LA
Fontenot	Cheryl	Practical Nursing Allied Health	Associate Degree , Nursing,1995, LA State Univ., Eunice, LA
Gaspard	James	Accounting Tech; Non-transferable Gen Ed Math	B.S. and B.A University of Southwestern Louisiana, Lafayette, LA
Gooch	Robert	Collision Repair Technology	Associate of Applied Technology Occupational Ed, Jan 05 Sowela Technical and Com. College Lake Charles, LA
Guillory	Suzanne	Computer Electronics (AAS)	Bachelor's Degree Business/Health Info Mgmt/English,1996, Univ. of SW Louisiana, Lafayette, LA
Hebert	Angela	Practical Nursing	Bachelor's Degree, Nursing, University of Southwestern Louisiana, Lafayette, LA
Hebert	Laurie	Nurse Assistant Patient Care Technician Medical Assistant	Technical Diploma, Practical Nursing, 2002, Louisiana Technical College, Gulf Area Campus, Abbeville, LA
Langlinais	Christy	Nurse Assistant Patient Care Technician Medical Assistant	Technical Diploma, Practical Nursing, 1992, LTC Lafayette Campus, Lafayette, LA
Meadows	Teena	Cosmetology	Associate of Applied Technology Occupational Ed, 2005 Sowela Tech/Comm. College Lake Charles, LA
Montet	Lee	Computer Specialist (Applications) (AAS); Non-Tran Gen. Ed. Math	Bachelor's Degree, Math, 1969 La. Tech, Ruston, LA
Morrison	Mary	Workplace Literacy	Bachelor's Degree, Business Admin, 2004 University of Phoenix
Rice	Brenda	Dev Ed Math, English, & Reading	Bachelor's Degree, English/Psych-minor, 1991, Univ. of SW Louisiana, Lafayette, LA
Roy	Joann	A/C & Refrigeration Technology	Technical Diploma, A/C & Refrigeration, 2004, Louisiana Technical College, Lafayette, LA
Sherman	Keith	Diesel Powered Equip Tech	Associate of Applied Technology Occupational Ed, 2005, Sowela Tech/Com. College, Lake Charles, LA
Simon	Mark	Welding	Associate of Applied Technology Occupational Ed, 2005, Sowela Tech/Com. College, Lake Charles, LA
Tanner	Earl	Drafting & Design Technology	Associate of Applied Technology Occupational Ed, 2005, Sowela Tech/Com. College, Lake Charles, LA
Vincent	Ray	Electrician Program	T.D., Electricity, 1988, Louisiana Technical College, Gulf Area Campus, Abbeville, LA

12-Month and 9-Month Faculty By Campus Location Gulf Area Campus			
Last Name	First Name	Area of Instruction	Degrees and Conferring Institution
White	Linda	Practical Nursing	Associate Degree, Nursing, 1983, Nichols State Univ.

12-Month and 9-Month Faculty By Campus Location Coushatta Tribe of Louisiana Instructional Service Center			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Taylor	Corbett	Air Conditioning/Refrigeration	High School Diploma

12-Month and 9-Month Faculty By Campus Location Teche Area Campus			
Last Name	First Name	Area of Instruction	Degree and Conferring Institution
Arnaud	Melissa	Care & Development of Young Children; Workplace Literacy	Masters of Educ, Educational Leadership, 1998 Northwestern Univ.
Bernis	Sandy	Machine Tool Technology	Associate of Applied Technology, 2005 Sowela Tech/Com. College Lake Charles, LA
Boutte	Christie	Accounting Technology	Bachelor of Science, ULL, 1992, Lafayette, LA
Clifton	James	Electrician	Associate of Applied Technology, 2005 Sowela Tech/Com. College Lake Charles, LA
Durand	Lisa	Practical Nursing	Bachelor's Degree, Nursing, 1987 University of Southwestern LA Lafayette, LA
Francois	Catherine	Office Systems Technology	Bachelor's Degree, Business Ed, 1984 Southwestern, LA, Lafayette, LA
Guilbeau	Duane	Info Comm Tech: Computer/Networking Support	Bachelor's Degree, Gen Studies, 2001 Univ. of Louisiana, Lafayette, LA
Guilbeau	Brady	Industrial/Agricultural Mechanics Technology	Associate of Applied Technology, 2005 Sowela Tech/Com. College Lake Charles, LA
Hebert	Kathleen	Office Systems Technology	Bachelor's Degree, Bus. Ed, 1975 Univ. Southwestern LA Lafayette, LA
Kibbe	Charles	Air Conditioning and Refrigeration	Associate of Applied Technology, 1997 Sowela Technical, Lake Charles, LA
Landry	Chris	Drafting and Design Technology	Associate of Applied Technology, 2005 Sowela Tech/Com. College Lake Charles, LA
Lane	Joyce K.	Dev Ed English/Reading	Masters, Engl & Educ 1993 - Univ of SW LA, Lafayette, LA 2002 - Benedictine Univ
Mouton	Kevin	Industrial/Agricultural Mechanics Technology	Associate of Applied Technology, 2005 Sowela Tech/Comm. College Lake Charles, LA NCCER Certified
Narcisse	Yolanda Marie	Practical Nursing	Associate Degree, Nursing, 2002 Lamar State, Orange TX
Norris	June	Office Systems Technology	Associate of Applied Technology, LTC Teche Area Campus, 2003
Poche'	Paul	Carpentry	Bachelor of Science, ULL, Lafayette, LA, 1987

12-Month and 9-Month Faculty By Campus Location Teche Area Campus			
Last Name	First Name	Area of Instruction	Degree and Conferring Institution
Porter	Gerald	Carpentry	High School Diploma
Smith	Tommy	Welding	Associate of Applied Technology, 2005 Sowela Tech/Com. College Lake Charles, LA
St Julien	Tanya	Industrial Electronics Tech (TD) Computer Electronics	Bachelor's Degree, Industrial Tech, 1999 Univ of SW LA, Lafayette, LA
Tauzin	Kenneth	Info Comm Tech: Computer/Networking Support and Computer Electronics	Associate Degree, Electronics Tech 1991 Southern Tech College
Theriot	Michelle	Patient Care Technician	Technical Diploma, Practical Nursing, 2000 LTC Teche Area, New Iberia, LA
Tornblom	Donnie	Practical Nursing	Bachelor's Degree, Nursing, 1978 University of Southwestern LA Lafayette, LA
Vaughn	Cheryl	Practical Nursing	Associate Degree, RN 1985 Univ. of State of NY Excelsior College
Weatherford	Martha	Care and Development of Young Children	M.A. University of Phoenix 2002

12-Month and 9-Month Faculty By Campus Location T H Harris Campus			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Anding	Joseph	Industrial Electronics Tech (AAS)	B.S. in Electrical Engineering, Louisiana State University- Baton Rouge; CompTIA A+ Certified Computer Professional; CompTIA Net+ Certified Professional; Federal Communications Commission Amateur Extra License; W5YI Commercial Examiner (Manager); W5YI Volunteer Examiner Coordinator(VEC); Cisco Certified Network Associate (CCNA); Cisco Certified Network Professional (CCNP)
Charif	Mike	Info Comm Tech: Computer Network Specialist	M.B.A. in Information Technology Management, University of Phoenix; B.S., University of Louisiana -Lafayette; Cisco Certified Instructor, Microsoft Certified Professional, Cisco Certified Network Administrator
Charles	David	Welding	A.A.T., Sowela Technical Community College; Welding Diploma, Louisiana Technical College- T.H. Harris; NOCTI Certification for Welding, VTIE Certification; Master Trainer from NCCER, AWS Welding Educator QC5-91, Fanuc RJ-Series Robotics Trainer from Lincoln Electric
Crabtree	Tammy	Practical Nursing	B.S., McNeese State University; Louisiana Registered Nurse; Cardiopulmonary Resuscitation Certification; BLS Instructor
Deranger	Lee	Machine Tool Technology	A.A.T.; Machine Shop Diploma, Louisiana Technical College- T.H. Harris; NOCTI Certification; VTIE Certification
Dore	Duane	Automotive Technology	Cecilia High School, 1985, Cecilia, LA

12-Month and 9-Month Faculty By Campus Location T H Harris Campus			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Doucet	Donna	Practical Nursing	B.S.; Louisiana Registered Nurse Licensure; Cardiopulmonary Resuscitation Certification
Dugdale	Frederic	Drafting and Design Technology; Civil, Surveying & Mapping Technology	B.S. in Civil Engineering, South Dakota School of Mines and Technology
DuRousseau	John	Welding	A.A.; College of San Mateo, NOCTI Certification for Welding; VTIE Certification, NCCER Master Trainer, American Welding Society (AWS) Welding Educator; AWS Welding Educator QC5-91; Fanuc RJ-Series Robotics Trainer from Lincoln Electric
DuRousseau	Jeanette	Practical Nursing	Associate of Science in Nursing, San Mateo County Community College, 1980
Fontenot	Johnny Al	Accounting	Bachelors Degree; Certified in Business Education; VTIE Certification
Gamber	James	Air Conditioning and Refrigeration	Associate of Applied Technology, Occupational Ed, 2005, Sowela Technical & Community College, Lake Charles, LA NCCER Certification, HVAC Certification
Grainger	Rena	Dev Ed - English, Math and Reading	M.B.A., University of Louisiana-Lafayette; B.S. in Insurance and Risk Management, University of Louisiana-Lafayette; B.S. in Economics, University of Louisiana-Lafayette; VTIE Certification
Harb	Said	Info Comm Tech: Computer Network Specialist	M.S., University of Louisiana-Lafayette in Civil Engineering; B.S., University of Louisiana-Lafayette in Civil Engineering; VTIE Certification; IC3 Certification; CompTIA A+ Certification; CompTIA Network+ Certification; CompTIA iNet+ Certification; CompTIA Server+ Certification; CIW Certification; CCNA (Cisco Certified Network Associate) Certification; CCAI (Cisco Certified Academy Instructor); IT Essentials II (Cisco Networking Academy), UNIX (Cisco Networking Academy); Voice and Data Cabling (Cisco Networking Academy); MCP (Microsoft Certified Professional of Windows 2000) Certification; MCSE (Microsoft Certified System Engineer for Windows NT 4.0) Certification
Hicks	Steven	Nondestructive Testing	Associate Degree in Science / Business Management, Earned June 2006, Ashworth College. Industrial Radiography Certification; Radiation Retrieval Certification; Administrators Radiation Certification; Radiation Safety Officer
Johnson	Dionne	Workplace Literacy	Bachelors, English, 1994, Louisiana State University, Baton Rouge, LA
Lazard	Margaret	Patient Care Tech.; Nurse Assistant	A.A.T. Sowela Community and Technical College; LPN Diploma, Louisiana Technical College-T.H. Harris; BLS Instructor Certification; Cardiopulmonary Resuscitation; Certified Allied Health Instructor; Certified American Medical Technologist

12-Month and 9-Month Faculty By Campus Location T H Harris Campus			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
LeJeune	Debra	Practical Nursing	Associate Degree in Nursing, 1990, Louisiana State University, Eunice, LA
Lemoine	Reginald	Nondestructive Testing	B.S. in Secondary Education, University of Louisiana-Lafayette; Nondestructive Testing Diploma, Louisiana Technical College-T.H. Harris; Louisiana Radiation Safety License Certification; ASNT Member
Manuel	Gerald	Electrician	A.A.S. in Occupational Education; Sowela Community & Technical College, VTIE Certification; NOCTI Certification for Building Maintenance
Medus	Paul	Transferable Gen Ed. – English	Ph.D. in English, 1994, Univ. of Southwestern LA, Lafayette, LA
Melancon	Genny	Accounting	M.Ed., University of Southwestern Louisiana; B.S., University of Southwestern Louisiana; Louisiana Teaching Certificate: Type B; Microsoft Office Certification
Phillippi	Andrea	Practical Nursing	B.S. in Nursing, Louisiana State University Health Sciences Center-New Orleans
Simmons	Evelyn	Office Systems Technology	Bachelors, Business Admin, 1970, Southern Univ., Baton Rouge, LA
Simon	Martha	Office Systems Technology	M.Ed., Southern University; B.S., Grambling State University
Sittig	Joseph	Industrial Electronics Tech (AAS)	A.A.T., Sowela Community and Technical College; Civil Engineering and Industrial Electronics Technology Diploma, Louisiana Technical College-T.H. Harris; NRE Chief Examiner, The W5YI Group
Tuminello	Suzanne	Practical Nursing	Associate Degree. in Nursing, Louisiana State University-Eunice; NCC-Neonatal Nursing Certification; BLS for Healthcare Providers Certification; VTIE Certification
Vidrine	John	Air Conditioning and Refrigeration	Masters in Supervision and Administration; B.A. in Education; NOCTI Certification in HVAC; VTIE Certification; NCCER Certification

12-Month and 9-Month Faculty By Campus Location T H Harris Extension Campus			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Daigle	Michael	Diesel Powered Equip Tech	A.A.T., Sowela Technical Community College; ASE Master Certification
King	Barbara	Cosmetology	Associate of Applied Technology, Occupational Ed, 1996, Sowela Technical, Lake Charles, LA VTIE Certified

12-Month and 9-Month Faculty By Campus Location Evangeline Campus			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Bastian	Alice	Nurse Assistant, High School	T.D. in License Practical Nurinsg
Batiste	Anna	Practical Nursing	Bachelor of Science-Nursing

12-Month and 9-Month Faculty By Campus Location Evangeline Campus			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Benoit	Veronica	Practical Nursing	Bachelor of Science-Nursing, 1985, Univ. of SW LA, Lafayette, LA
Broussard	Mary	Nurse Assistant, High School	Technical Diploma, Practical Nursing, 1967, LTC, Teche Area Campus, New Iberia, LA
Brown	Hilton	Collision Repair Technology	A.A.T., Sowela Technical Community College; ASE Certification in Refinishing and Structural Repair
Celestine	Rena	Allied Health	Associate Degree of Nursing, 1970, Florida Community College, Jacksonville, FL
Daquilla	Mary	Patient Care Technician	Associate of Applied Technology, Occupational Education, 2005, Sowela Tech Community College, Lake Charles, LA
David	Monica	Patient Care Technician	Associate of Applied Technology, Occupational Education, 2003, Sowela Tech Community College, Lake Charles, LA
Davis	Bonnie	Office Systems Technology	Bachelor of Science-Accounting, 1976, Southern Univ., Baton Rouge, LA
Deoras	Uma	Office Systems Technology	Master, Business Admin., 1987, BM College, India, Accepted by Univ. of Auburn, AL
Herring	Charles	Collision Repair Technology	Associate of Applied Technology Occupational Education, 2000, Sowela Tech Community College, Lake Charles, LA
Kately	Herman	Welding, High School	High School Diploma, Adam Carlson High School, 1970
LeDay	Johnny	Welding, High School	High School Diploma
Purtle	Constance	Care and Development of Young Children	Bachelor of Science-General Studies, 1989, Univ. of SW LA, Lafayette, LA
Randle	Cheyenne	Welding, High School	High School Diploma
Savoy	Samuel	Welding	Associate of Applied Technology Occupational Education, 1996, Sowela Tech Community College, Lake Charles, LA
Solomon	Errol	Dev. Ed.; Non Trans Gen. Ed Math & Science	Bachelor of Science-Engineering, 1972, Southern Univ., Baton Rouge, LA

12-Month and 9-Month Faculty By Campus Location Charles B. Coreil Campus			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Chapman	Raymond	Automotive Technology	Associate of Applied Technology Occupational Ed-1997, LTC, Sowela Technical, Lake Charles, LA
Coreil	Lisa	Patient Care Technician	Technical Diploma, Practical Nursing, 1993 T. H. Harris Technical, Opelousas, LA CPR Instructor Certification & AED
Fontenot	Jerrylene	Office System Tech.; Acct. Tech; Medical Office Assistant; Dev. Eng. & Math; Non Trans. Eng. & Math	Masters Degree, Business Administration-1970, Loyola Univ. of the South, New Orleans, LA
Fontenot	Nina	Office System Tech.; Acct. Tech; Non Trans. Eng.; Dev. Eng.	Bachelor's Degree, Business Ed, 1988 McNeese State, Lake Charles, LA

12-Month and 9-Month Faculty By Campus Location Charles B. Coreil Campus			
Last Name	First Name	Areas of Instruction	Degree and Conferring Institution
Fuselier	Laurelle	Practical Nursing	Associate Degree, Nursing, 1976, LA State Univ., Eunice, LA
Hebert	Kimberly	Medical Assistant	Technical Diploma, Practical Nursing, 1995, Louisiana Technical College, Oakdale Campus, Oakdale, LA. CPR Certification; LPN, LSBPNE
May	Felecia	Office System Tech.; Acct. Tech; Medical Office Assistant; Dev. Eng. & Math; Non Trans. Eng. & Math	Master's Degree Business Administration-May 2006 Univ. of Louisiana, Lafayette, LA
Milton	Erika	Workplace Literacy; JOBS 2450	Bachelor's Degree, Criminal Justice, 1994 Columbia College
Moore	Felicia	Practical Nursing	Associate Degree in Nursing
Savoy	Arthur	Welding	Associate of Applied Technology Occupational Ed-1997, LTC, Sowela Technical, Lake Charles, LA
Soileau	James Donald	Welding	Technical Diploma, Welding, 1992 C B. Coreil Technical, Ville Platte, LA
Vidrine	Sheila	Practical Nursing	Bachelor's Degree, Nursing, 1976, McNeese State, Lake Charles, LA

LTC Region 4 Part-Time Faculty By Campus Location				
Teche Area	Breaux	Cindy	Info Comm Tech:Computer/NetworkSupport	High School Diploma
Teche Area	Juteau	Pierre	Certified Manufacturing Specialist	Masters, University of Phoenix 1997
Acadian	Mire	Miranda	Practical Nursing	Technical Diploma, PN, May 2004, LTC Acadian Campus, Crowley, LA
Teche Area	Plauche	Hannah Pearce	Care & Development of Young Children	Masters Degree, Voc. Ed, 2000 LA State Univ., Baton Rouge, LA
Lafayette Campus	Poydras	Sabrina	Practical Nursing	Masters of Science in Nursing, 2006
Teche Area	Puyau	Jacqueline	Care & Development of Young Children	Masters Degree, Guidance & Counseling, 1994 Univ. of SW LA , Lafayette, LA
Evangeline	Stevens	Stacey	Office Systems Technology	Masters, Bus, Admin, Healthcare Management Univ. of Phoenix

POLICY STATEMENT

LTC Region 4 follows all policies as outlined by Louisiana Technical College.

ADMISSIONS

CREDIT HOUR PROGRAMS

Steps for Enrolling

1. Applicant completes Application for Admission and submits with a non-refundable \$5 application fee and a \$15 testing fee.
2. Applicant provides proof of state required immunizations if born after 1956.
3. Applicant provides proof of high school transcript and/or GED, as applicable.
4. If applicable, applicant has official transcripts of previously attended college or universities mailed to the campus.
5. Applicant is assigned a testing date to take the LTC placement exam or supplies proof of testing exemption.
6. If applicable, applicant reports for testing.
7. Applicant receives test results *as applicable*.
8. If required by law, applicant provides proof of registration for federal draft.
9. Applicant is notified to report for college and program orientation.
10. Applicant reports for college and program orientation.
11. Applicant reports to pick up class schedule and pay applicable tuition/fees.
12. Student reports to and begins classes for all courses on approved schedules.

Application for Admission

Applications are accepted for credit hour programs Monday through Friday from 7:30 a.m. to 4:00 p.m.

Names of eligible applicants for programs that do not require that specific placement exam scores be met prior to enrollment are placed on a waiting list according to date of application. These applicants are accepted for enrollment on a first-come, first-served basis.

Names of eligible applicants for those programs that do require specific placement exam scores be met **prior to enrollment**, are placed on a waiting list **only after** attaining the required scores. Names are listed according to the date the applicant met the test requirements for the program requested. These programs include Aviation Maintenance Technology, Practical Nursing, Clinical Lab Technician, and Surgical Laboratory Technology.

ADMISSION STANDARDS

Louisiana Technical College Greater Acadiana Region 4 (LTC Region 4) adheres to the equal opportunity provisions of the federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of Race, Color, National Origin (Title VI of the Civil Rights Act of 1964), Sex (Title IX of the Education Amendments of 1972), Disability (Title II of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973), or Age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Reasonable auxiliary aids and services are available upon request to individuals with disabilities. Anyone with questions regarding this policy may contact the U. S. Department of Education, Office for Civil Rights at 1-800-421-3481.

Prospective students seeking admission are required to meet the admission requirements for the program in which they are requesting entry.

Admission Policies

Definition, admission eligibility, requirements, and procedures for Admission of First-Time Freshmen are outlined

in LTC Policy SA1930.254. Admission of Dual Enrolled High School Students is addressed by LTC Policy SA1930.253 and Admission of Transfer and/or Re-Entry Students are outlined in LTC Policy SA1930.255.

Age Requirements

1. Applicants without a high school diploma or GED are required to be seventeen (17) years of age prior to enrollment in most degree seeking programs.
2. Applicants for the Nondestructive Testing Technology program must be 17.5 years of age and 18 years of age to take coursework in which Radiation is used.
3. Applicants for the Commercial Vehicle Operation program must be 18 years of age.
4. Applicants to the Barber-Styling program must be 17 years of age.
5. Dual enrolled high school students must be 16 years of age or older to receive LTC on-site instruction.

Education Requirements for Credential Seeking Students

When pursuing the programs listed below, all applicants under regular admissions are required to have an approved high school diploma or have successfully completed the Test of General Educational Development (GED) prior to entry:

- Associate of Applied Science Degree programs
- Barber-Styling
- Medical Assistant
- Patient Care Technician
- Practical Nursing
- Nondestructive Testing Technology

Students in the Medical Office Assistant program who wish to become Nationally Registered Certified Administrative Health Assistants must have a high school diploma /GED prior to certification testing.

Applicants in the Cosmetology program must prove 10th grade equivalency prior to admission as well as Ability to Benefit.

Applicants no longer enrolled in high school who have not earned an approved high school diploma or passed the Test of General Educational Development (GED) may enroll in some Certificate of Technical Studies and Technical Diploma programs after they have demonstrated they have Ability to Benefit scores as defined in the Louisiana agreement with the U.S. Department of Education. Those students lacking a high school diploma or GED are encouraged to check with the campus admissions counselor for information about Adult Education classes that lead to a GED. LTC administers the ACT COMPASS or ACT ASSET to measure a student's ability to benefit.

• <u>Ability to Benefit Score Requirements: COMPASS Test)</u>	<u>ASSET TEST</u>	
Reading	62	34
Math/Numerical	25	33
Engl./Writing	32	34

International Applicants

LTC Region 4 is not currently accepting international students.

Additional Admissions Requirements for Practical Nursing Applicants:

Students must apply to the campus/program of their choice and meet the minimum admission standards. Documents required for admission include:

- Official birth certificate
- Official HS or GED transcript
- Proof of current immunizations
- History and Physical exam
- TB skin test or Chest x-ray
- Fingerprints and \$26.00 money order payable to Louisiana Department of Public Safety and Corrections

- \$25.00 money order payable to Louisiana State Board of Practical Nurse Examiners
- Additional criminal background check required for clinical courses – check with the campus for specific information
- Drug screening – check with the campus for specific information
- Applicants must NOT be currently serving under any court imposed order of supervised probation, work release, school release or parole in conjunction with any felony conviction(s) or plea agreement.
- Ability to obtain CPR for Healthcare Providers certification prior to first clinical course or as directed by program coordinator

Dual Enrolled High School Student LTC Admission Requirements

A junior or senior-level high school student or student at least 16 years of age may apply for dual enrollment on an LTC campus to earn college course credit at the discretion of the campus dean and high school principal/counselor and parent or guardian.

All degree seeking applicants to CTS or TD programs must submit an application for admission, take the placement exam if ACT or PLAN scores are unavailable, and submit all required transcripts and other documents as required of regular college students. Non-degree seeking applicants are exempt from placement testing, unless otherwise required for a special program funding.

Unless enrolled under the Louisiana Board of Regent's dual enrollment funding initiative or otherwise stated in an articulation agreement between the college campus and the local high school board, high school students will be required to pay tuition and fees and purchase books, tools, and equipment as required of regular college students.

Transfer and Re-entry Applicants

This section refers to applicants who were previously enrolled in

- Other regionally/nationally accredited postsecondary institutions of higher education
- Other LTC campuses
- Other programs at the same LTC campus
- An LTC campus with a break in semester enrollment (Re-entry)

Transfer applicants must follow the same steps for enrollment and meet the same program age and education requirements as other applicants. Transfer applicants with fewer than 12 semester hour of coursework must meet the same admission requirements as entering freshmen.

LTC students wishing to transfer between programs at the same LTC campus must complete and obtain approved signatures on the Request to for Program Change form IS100.55.

Students wishing to change their major program of study must do the following:

1. Complete a Request for Program Change form (IS100.55)
2. Submit the form to the program advisor for approval
3. Meet with and submit the advisor-approved form to the Office of Student Affairs
 - Discuss admission requirements for the program
 - Complete an admission application for the new program
 - Meet with Financial Aid, if applicable
4. When notified, meet with the academic advisor for the new program
5. Schedule, register, and make tuition/fee payments for the new semester.

Students with a break in semester enrollment must follow the provisions for re-admission.

Acceptance of transfer credit toward an LTC credential is not guaranteed to transfer students. Students wanting credential credit for previously completed college coursework must submit an LTC Transcript Evaluation Request, (form IS100.45) to the program advisor. The program academic advisor will submit these, along with any Course Substitutions (form IS100.6) as applicable, to the Associate Dean of Academic & Student Affairs for final approvals.

Admission of students on academic probation and/or suspension from regionally accredited institutions

- A student who is on probation and transfers to or within LTC with an adjusted cumulative grade point average of less than 2.000 will be admitted on academic probation.
- A student who has been academically suspended/dismissed from a regionally accredited institution may petition the Admission Standards Committee for permission to enroll at LTC during his/her period of suspension. Such appeals must be in writing. Credits earned while on suspension may or may not be accepted as transfer credit to other institutions. Individual colleges and universities determine whether transfer students will be awarded credit for course taken at one college while on suspension or dismissal from another college.

Transcripts from Other Institutions

To complete the admission process, transcripts from high school and all postsecondary schools attended are required to be mailed directly from the school to Louisiana Technical College campus of enrollment. Some Louisiana high school transcripts may be accessed through the Student Transcript System. Please check with the campus Office of Student Affairs.

Applicants who have completed the Test of General Educational Development (GED) must request test scores from the state to be mailed to the college campus along with a transcript from the last school attended. A form for requesting these documents can be obtained from the campus Office of Student Affairs.

Transcripts from LTC Region 4 Campuses

Transcripts from LTC Region 4 are made available to students and former students at a cost of \$5.00. Students and/or former students must submit an Official Transcript Request form to the campus Office of Student Affairs at least fifteen working days prior to the date the transcript is needed by the student.

Program Placement Testing Scope and Guidelines

Placement exams are used to assist instructors and students in determining academic skills levels. Results are used to guide students in making appropriate program choices, to screen students for particular programs, and to determine which students need to improve basic academic skills through Developmental Education.

An applicant may repeat the placement exam within 15 calendar days (prior to enrollment); however, there is a 30-calendar day waiting period for the ASSET if only one form is administered. Additionally, applicants may be limited by the number of times a placement exam may be retaken prior to program admission/enrollment.

Transfer applicants whose official transcripts prove the successful completion (minimum of "C") in required college level transferable general education courses are exempt from taking the placement exam, unless otherwise required for program entry by an accrediting agency; i.e., Louisiana State Board of Practical Nurse Examiners.

Who Must Take a Placement Exam

Unless otherwise exempt by policy, all applicants to the following programs are required to take a placement exam: Associate of Applied Science (AAS), Technical Diploma (TD), or Certificate of Technical Studies (CTS). Placement scores accepted by Louisiana Technical College are: ACT, SAT, ASSET, and COMPASS taken within the last 3 years.

Non-degree seeking students pursuing general education courses that require specific academic competencies are required to take a placement exam, have appropriate scores, or have approved transfer credit.

Placement Exam Scores

Program specific placement exam scores are included in the Program Description section of the Catalog.

Applicants who do not achieve the published placement exam scores for AAS, TD, or CTS programs must enroll in Developmental Education courses (English, Math, and/or Reading). In general, most students can simultaneously enroll in Developmental Education and program courses. However, in order to schedule general education courses associated with the AAS degree program, applicants who did not achieve the appropriate placement exam scores must first successfully complete all Developmental Education courses. Should a student in the AAS program not be able to attain appropriate skill levels, he/she can exit from most AAS programs with a Technical Diploma.

Programs with special requirements: Applicants for the programs listed below must have appropriate placement exam scores prior to program entry and/or be exempt as per Placement Exam policy. These include Aviation Maintenance Technology, Clinical Laboratory Technician, and Surgical Lab Technology. Applicants to the Practical Nursing Program with deficient scores are placed in either Developmental Education or Pre-Allied Health, depending upon the score levels achieved.

Coursework for students enrolling in Louisiana Technical College with transfer credit from other higher educational institutions will be evaluated to determine placement in LTC courses.

Immunization Requirement

As required by Louisiana R.S. 17:110, students born after 1956 must provide proof of immunizations. A form is provided for the applicant to take to his/her family doctor or the Health Unit for verification that all immunizations are current.

Selective Service Verification

In accordance with the requirements of Louisiana R.S. 17:3151 (Acts 1985, No. 185, Section 1, and Acts 1987, No. 214, Section 1), all male citizens and permanent residents born after 1959, who have reached the age of 18, are required to submit verification of having registered with Selective Service prior to enrolling.

Orientation

In order to acquaint the applicants with the policies and procedures of the college, a formal orientation is required prior to class attendance.

Class Schedules

Applicants are given a date and time to meet with the advisor of their program to complete a class schedule. Continuing students are required to meet with advisors and complete a class schedule at the end of each semester for enrollment the following semester.

Semester System

The Louisiana Technical College (LTC) academic year consists of a 16-week Fall and a 16-week Spring regular semester. An optional Nine-week Summer Session is available. Intercessions may be offered between the semesters and the summer session based on need. Courses may be compressed as long as the contact hours required for a course are completed during the semester, summer session, or intersession.

Definitions:

1. Summer Session – a summer session is shorter than a regular semester and not considered part of the academic year.
2. Intersession - offered between the semesters and summer session based on need.

3. Customized Sessions (non-credit) – courses/training specifically designed to meet the special needs of business/industry. If the existing “credit course” curriculum does not meet the special needs of business/industry training, the instruction should be considered “customized” and categorized as “non-credit.”
4. Mini-Session – An accelerated 7-week session, generally at the beginning of the semester to mid-term, or mid-term to end of the semester

NOTE: Competency based programs can accept new students at various points during the semester. That determination is based on the master schedule course offerings for the semester.

New Semesters/Sessions begin in the following months:

Fall	–	End of August
Spring	–	Mid - January
Summer	–	Beginning of June

(See college academic calendars in the front of this catalog for exact dates)

College Class Days and Hours

LTC Region 4 class meeting patterns are listed on the Semester Program Master Schedule of Class Offerings for each campus in the Region. These can be obtained from the Student Affairs Office at the campus of your choice.

Classes in some programs are offered on a Monday-Wednesday-Friday and Tuesday-Thursday schedule. Classes in other programs meet on a Monday through Friday class schedule.

Most classes meet during the fall and spring semesters between the hours of 8:00 a.m. and 3:30 p.m. as shown in the schedule below. Summer semester classes usually have a different time schedule, but usually meet at same times each day.

Fall and Spring Semesters

<u><i>Mondays, Wednesdays, Fridays</i></u>	<u><i>Tuesdays, Thursdays</i></u>
8:00 a.m. - 8:50 a.m. First Period	8:00 a.m. - 9:15 a.m. First Period
9:00 a.m. - 9:50 a.m. Second Period	9:25 a.m. - 10:40 a.m. Second Period
10:00 a.m. - 10:50 a.m. Third Period	10:50 a.m. - 12:05 p.m. Third Period
11:00 a.m. - 11:50 a.m. Fourth Period	12:15 p.m. - 1:30 p.m. Fourth Period
12:00 p.m. - 12:50 p.m. Fifth Period	1:40 p.m. - 2:55 p.m. Fifth Period
1:00 p.m. - 1:50 p.m. Sixth Period	
2:00 p.m. - 2:50 p.m. Seventh Period	
3:00 p.m. - 3:50 p.m. Eighth Period	

Enrollment Status

<u><i>Fall and Spring Semesters</i></u>	<u><i>Summer Semesters</i></u>
Full-time - 12 credit hours or more	Full-time – 6 credit hours
3/4 time - 7 to 11 credit hours	Part-time – Less than 6 credit hours
1/2 time - 6 credit hours or less	

Continuing Education (CED) Applicants

LTC Region 4 offers a variety of courses in the evenings for individuals who work and wish to upgrade skills, attain new skills, or take leisure learning courses. Continuing Education courses do not constitute a complete credit hour program curriculum. Applicants wishing to be trained for a new career should enroll in a credit hour preparatory program. Continuing Education courses can also be custom designed to meet specific training needs of business and industry. A listing of current CED course offerings can be obtained at the college prior to registration. Applicants are required to pay registration fees and tuition when registering for a course. For more information, please access

Continuing Education on the Greater Acadiana Region 4 website.

Servicemembers Opportunity College (SOC)

Because of its efforts to serve the education needs of service members and their families members, LTC Region 4 has been designated a Servicemembers Opportunity Consortium college. As a member of the SOC Consortium, LTC Region 4 has committed itself to fully support and comply with SOC principles and criteria. Through this commitment, LTC Region 4 ensures that:

- Service members and their family members share in the postsecondary educational opportunities available to other citizens
- Service members and their family members are provided with appropriately accredited educational programs, courses, and services
- Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of nontraditional learning experiences, scheduling, course format, and residency requirements are provided to enhance access of service members and their family members to undergraduate education programs.

COLLEGE COSTS

TUITION

All tuition and fees must be paid in full on the day students receive schedules. If tuition is paid by a financial aid agency, the student is required to submit all verification forms to the campus Financial Aid Officer/Clerk prior to the start of the semester. A promissory note is then signed by eligible students for tuition payment.

Day Programs Tuition/Fee Schedule

Credit Hours	1	2	3	4	5	6	7	8	9	10	11	12+
Registration Fee	5	5	5	5	5	5	5	5	5	5	5	5
Tuition	23	46	69	92	115	138	161	184	207	230	253	276
Academic Excellence Fee	7	14	21	28	35	42	49	56	63	70	77	84
Operational Fee	2	4	6	8	10	12	14	16	18	18	18	18
Total for Louisiana Resident	37	69	101	133	165	197	229	261	293	323	353	383
Total for Non-Louisiana Resident	60	115	170	225	280	335	390	445	500	553	606	659

Tuition Cap

The maximum number of credit hours for which a student will be assessed tuition shall be 12 credit hours; regardless of the semester/session.

OTHER FEES

College-Wide Mandatory Fees

Application Fee:	\$ 5.00
Testing Fee:	5.00 per component (Reading, Mathematics, English/Writing)
Late Registration	25.00

All applicants enrolled in occupational programs or CED courses are assessed a \$5 non-refundable application fee. Applicants enrolling in occupational programs are also assessed a \$15 testing fee. Transfer-in students may be exempted from placement testing. The college accepts credit cards (Mastercard and Visa), money orders, cash, personal or company checks.

Campus-Specific Mandatory Fees

Technology Fee	5.00 per credit hour, with a \$60.00 maximum charge
SGA Fee	5.00

General Fees

Fee Name	Standardized Fee	General User Fees
Graduation Fee	\$25	This fee is assessed for diploma and diploma cover.
NSF Fee	\$25	Non-Sufficient Funds Fee-charged to those students who pay with NSF checks.
ID Fee	\$5	Provides for ID cards for each student; replacements charged at same rate.
Vehicle Registration	\$15 max.	This fee is charged by campuses that use vehicle registration decals to identify student, faculty, and staff vehicles parked on campus. Fee is not to exceed \$15 per academic year.
Transcript Fee	\$5	This fee is charged when a student is issued a second or subsequent official transcript. (The first transcript is provided to the student upon graduation.)

Traffic Violations	\$5	This fee is charged for each violation that a student is issued.
Course Challenge	\$15 per course	Credit by examination is available to students who have mastered the content of a course and can demonstrate the same competency as regularly enrolled students through an examination.
Course Material Fee	\$5 per course	The Louisiana Technical College recognizes that some courses offered require special supplies and materials not included in the cost of tuition.
<i>Auxiliary Operations Fee</i>		
Day Care	\$10 per day	This fee is per child per day for on-site childcare. Two children is \$14, and three or more children is \$18 per day.

*Fees are subject to change without notice. Additional fees may be required at each campus. Contact your campus for more information.

Continuing Education Courses Rates:

For cost structure, please access *Continuing Education* on the Greater Acadiana Region 4 website.

Residency Requirements

Eligibility for classification as a Louisiana resident is determined by the campus Office of Student Affairs after the completed application and all related documents have been received. Once enrolled, changes in residency status are made through this office.

To claim Louisiana residency for tuition purposes, the applicant must have lived in Louisiana for the past 12 months. Applicants must submit one or more of the following documents:

1. Louisiana Income Tax Return for previous year
2. Louisiana Drivers License with issue date at least a year prior to entry date
3. Utility or telephone deposit slip

A non-U.S. citizen must be a *permanent resident* in possession of a Resident Alien card before beginning the process of establishing residency by meeting one of the above requirements.

GENERAL REFUND POLICY AND PROCEDURE

1. Refunds will be subject to an administrative fee of \$15 per refund transaction (regardless of the number of credit hours dropped or upon withdrawal from the college).
2. Refunds, when due, will be made within 30 days of (1) the withdrawal date as documented on Drop/Add or Withdrawal form or (2) the date the institution determines the student has withdrawn from college.
3. Tuition and the following fees are considered refundable: Academic Excellence Fee, Operational Fee, and Technology Fee (if assessed by your campus).
4. If the college cancels a class, then 100% of all tuition and fees paid will be refunded and an administrative fee will not be assessed.
5. In accordance with the Council on Occupational Education requirements, students who have not visited the campus facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the college facilities and receive a full refund of all tuition and fees paid.

Refund Policy

Refund of tuition and fees is made on the following basis upon a reduction in credit hours pursued or official withdrawal from the college:

Fall and Spring Semesters:

Prior to the 1 st day of class	100%
1 st - 4 th instructional day of the semester	75%
5 th - 10 th instructional day of the semester	50%
11 th - 14 th instructional day of the semester	25%
After the 14 th instructional day of the semester	none

Summer Semester:

Prior to the 1 st day of class	100%
1 st - 2 nd instructional day of the semester	75%
3 rd - 5 th instructional day of the semester	50%
6 th - 7 th instructional day of the semester	25%
After the 7 th instructional day of the semester	none

In accordance with Title IV of the Higher Education Act Amendments, refund of tuition and fees for Pell Grant recipients shall be made to the Pell Grant program and not to the student.

Procedures for Receiving Refund of Tuition

In order to receive a refund, the student is required to complete either Form IS100.48 *Student Change in Course Load* or Form IS100.47 *Student Withdrawal from College* in the campus Student Affairs Office and *attach a copy of the tuition receipt*. A check will be mailed to the student's residence within 30 days.

OTHER COSTS

Please contact the campus Office of Student Affairs to seek more detailed information about program costs such as those listed below.

Books

The program instructor will inform the student of the books required for each program. A variety of sources are available for the purchase of textbooks, including an online bookstore. Please check with your campus Office of Student Affairs for a source listing. Students are expected to have all required books upon reporting to class.

Supplies and Equipment/Tools

Students are expected to provide their own basic supplies such as notebooks, paper, pens, and pencils. Students are expected to have all needed supplies upon reporting to class.

Some programs require occupation-specific equipment or supplies. The instructor will inform the enrolling student of the items needed. Detailed cost sheets for programs of study offered at a campus are available in the Student Affairs Office on each of the Region 4 campuses.

Uniforms

Culinary Arts and Occupations, Barber Styling, Care and Development of Young Children, and Health Services programs are required to purchase uniforms and other special supplies. Orders for uniforms are handled by the program area department. Students are furnished details by program instructors.

I.D. Cards

The cost of the initial I.D. and any replacement card is \$5.00. This fee is paid along with tuition and fees. Students will be informed about the schedule for taking College I.D. pictures. A tuition receipt showing payment for an I.D. card and a pictured I.D. are required to take I.D. pictures. All continuing students must purchase a new I.D. card at the beginning of every fall semester.

Parking Permits and Restrictions

All student vehicles parked on campus are required to be registered. Costs of parking permits are \$5 for a sticker permit or \$15 for a hanging permit. This fee is paid along with tuition and fees. A tuition payment receipt is required to obtain a permit. Parking permit stickers are to be placed in the back window of the vehicle on the

driver's side. Hanging permits are to be hung around the rearview mirror. Students are to park only in those areas clearly marked for student parking. **Only students with handicapped license plates or sticker are to park in the handicapped parking areas. Students are not to park in staff or visitors parking spaces and not along the curbs or on the grass.** Students must register vehicles at the beginning of every fall semester.

Graduation

Graduating students are assessed a graduation fee of \$25 (payable to the college). This fee is collected at the same time that the application for graduation is submitted, which is due at least one semester prior to completion of the degree, diploma, or certificate requirements. Caps, gowns, and diploma covers must be purchased directly from the vendor (at a cost of approximately \$35). Payment for these is due at the time the order is made. Graduation rings and invitations may be purchased, if desired.

Delinquent Student Account Restrictions

Students who do not meet their financial obligations as scheduled are not permitted to attend classes on the campus. The campus will not release student information or perform other tasks requested by the student unless the financial account of the student is paid in full and the student is in good standing.

FINANCIAL AID

Deadline Dates

In order for financial aid to be processed in a timely manner for the semesters shown below, applicants/students should submit financial aid documents/documentation by the following priority dates. This will allow the campus to request Title IV Pell grant funds in the first batch. Funds cannot be requested until after the 14th day reporting period during the fall and spring semesters and the 7th day reporting period during the summer semester.

Fall Semester –	April 15 of each year
Spring Semester –	November 1 of each year
Summer Semester –	March 1 of each year

Note: Pell Grants are issued for the fall and spring semesters. If a student has not used his/her entire allocation during the fall and spring semesters, the remainder may be used during the summer session. Other financial aid programs available during the summer session include STEP (if funds are available), WIA (if funds are available), Louisiana Rehabilitation Services, Veterans Affairs Benefits, and some waivers (example – National Guard).

Ability to Benefit related to Financial Aid

As mandated by the U.S. Department of Education, students without a high school diploma or GED must achieve a minimum score on the Ability to Benefit Test in reading, math, and English/writing in order to be eligible for financial assistance from the Pell Grant program. Louisiana Technical College uses the Compass Test as the ATB Test; the following constitutes passing scores:

Pre-algebra/Numerical	minimum score of 25
Reading	minimum score of 62
Writing (English)	minimum score of 32

Applying for Financial Aid

Applicants and students can apply for the Federal Pell Grant by completing the Free Application for Federal Student Aid (FAFSA) or by applying online at www.fafsa.ed.gov.

The FAFSA and FAFSA on the Web Worksheet may be obtained from the high school guidance counselor or from the Student Affairs Office at LTC. Instructions should be carefully read and the form completed before seeking the assistance of the Financial Aid Officer. Special attention should be paid to any questions on income because most errors occur in this area.

If the applicant/student completes the application online, a summary of the Student Aid Report (SAR) should be printed out and submitted to the Financial Aid Officer. If the applicant/student does not apply online, he/she will receive a document titled a Student Aid Report (SAR) in approximately four(4) weeks. This SAR must be reviewed carefully. If changes need to be made, corrections must be made on part 2 of the SAR Information Review Form and returned to the processing center for the necessary corrections. If no changes are made, the document is signed in the appropriate areas and submitted to the financial aid office.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

1. The student has the right to know what financial aid programs are available in Louisiana.
2. The student has the right to know the criteria for continued eligibility in each program.
3. The student has the right to know the criteria for determining if he/she is in good standing and maintaining satisfactory progress in his/her program of study and how it may be regained, if he/she failed to maintain satisfactory progress eligibility.

4. The student has the right to know the means by which payment of awards will be made and the frequency of such.
5. The student has the right to know the conditions and terms if applicable to employment.
6. The student has the right to appeal any decision made by the Financial Aid Officer.
7. The student has the right to know the procedure for applying for aid, what forms are required, eligibility requirements for each program, criteria for selecting recipients, and the criteria for determining the amount of his/her award.
8. The student has the right to know the college's refund and repayment policy.
9. The student has the right to know the cost of attending Louisiana Technical College.

Student Responsibilities

1. The student must submit applications on time and is responsible for the accuracy of the information.
2. The student must submit verifiable information. Inaccurate reporting, in most instances, is a violation of the law and considered a criminal offense, punishable by fine or imprisonment.
3. The student must furnish all additional documentation, verification, corrections, and/or new information requested by the Financial Aid Officer, the U.S. Department of Education, or the Agency to whom he/she submitted the application.
4. The student is responsible for reading and understanding all forms that he/she is asked to sign and for keeping copies of them.
5. The student must accept responsibility for fulfilling the obligations of all the agreements that he/she signs.
6. The student must be aware and comply with the deadlines for application and re-application for aid.
7. The student is responsible for repaying any loans that he/she received outside of the institution.
8. Please bear in mind, however, that Louisiana Technical College does not participate in any loan program.
9. The student is responsible for reporting to the college campus to sign for the receipt of financial aid.
10. The student is responsible for understanding the criteria for determining that he/she is in good standing and fulfilling the requirements and maintaining satisfactory progress.
11. The student is responsible for advising the Financial Aid Officer of his/her attendance at any other post-secondary schools.
12. In order to be eligible for most federal programs, the student must not owe a refund on previously awarded grants or be in default on payments of loans in repayment status.
13. The student must notify the Financial Aid Officer of any changes of names or addresses.
14. The student must notify the Financial Aid Officer of any changes in his/her resources. Increases as well as decreases must be reported.
15. The student must notify the Financial Aid Officer of any changes in his/her attendance schedule.

Deadline Dates

An application may be filed at anytime during the current fiscal year. However, the deadline for applying for the Pell Grant for any given fiscal year is June 30th of that year. A valid Student Aid Report must be submitted by the last date of enrollment or August 30th of the current fiscal year. In order to receive a Pell Grant each year, the student must submit a new FAFSA yearly.

RECEIVING FEDERAL STUDENT AID

Student Responsibility

As stated earlier, after applying for financial aid, the processing center will mail to the student, at the address listed on the form, a Student Aid Report (SAR). This report tells whether or not the applicant is eligible for a federal Pell Grant and instructs the applicant to submit this form to the financial aid office at the college he/she will be attending. Documents must be read and signed before submitting to the financial aid officer.

In order to receive a federal Pell Grant check, the student must:

1. Demonstrate a financial need according to federal guidelines.
2. Submit a valid SAR/ISIR to the Financial Aid Officer (FAO).
3. Be enrolled in an eligible program.
4. Maintain satisfactory progress according to the prescribed standards and practices of Louisiana Technical College.

5. Not be in default on any loans previously received for educational purposes.
6. Not owe a refund on grants previously received for educational purposes.

Satisfactory Progress Policy

A student receiving Title IV funds (Pell and LEAP) must maintain satisfactory progress according to the following standards:

Satisfactory Academic Progress (SAP) will be reviewed each semester to determine continued eligibility. SAP has three requirements.

1. A cumulative grade point average (minimum of 2.00)
2. The student must successfully complete 67% of coursework attempted at LTC.
3. The student must not have earned 150% in credit hours above the degree program requirements.

Appeal Process

The Satisfactory Academic Progress Appeal is for those students who have been denied Title IV funds (Pell) because they did not meet the SAP guidelines and they believe that their academic record has been incorrectly evaluated, or if extenuating circumstances (such as illness, death in the family, etc.) has affected the student's academic performance. These students may complete a SAP Appeal form and submit a letter with documentation to be reviewed by the Financial Aids Appeal Committee.

Reinstatement

A student's aid will be reinstated for the payment period in which he/she regains satisfactory academic standing, but not for those periods when the student was not making progress.

Awards

Awards are based on demonstrated financial need which is determined by a national formula applied uniformly to all applicants.

The level of Pell Grant funding is determined by Federal appropriations. Awards cannot exceed one-half the cost of attendance, as determined by Federal Pell Grant guidelines. The lower the EFC number, the higher the award will be.

Students are paid in advance for the number of credit hours attempting. If the student does not complete the semester/session, a refund may be owed to the federal Pell Grant program. If the refund is not paid, the student will no longer be eligible to receive any Title IV assistance at the college and the name of the student will be submitted to the U.S. Department of Education for collection.

Verification

The Department of Education randomly selects students for a process called verification. (This is indicated on the Student Aid Report). If selected, the student must submit the following documents along with his/her SAR to the Financial Aid Officer before a payment request can be made:

1. Completed verification worksheet for current year (indicating the total number of household members, number of family members attending post-secondary institutions, and income information).
2. Signed copy (copies) of income tax return for base year indicating adjusted gross income, U.S. income tax paid, and other untaxed income (i.e. Earned Income Credit).

Verification for Non-Filers of Income Tax

1. Signed statements verifying income
2. Documentation from Social Security Administration (if applicable)
3. Documentation from Veteran's Administration (if applicable)
4. Documentation from other agencies, (i.e. Office of Family Services, if applicable)

If these documents are not submitted with the SAR, the student will be allowed 30 days to submit the needed forms/documents. The payment request will not be processed until verification is completed.

If an applicant's award changes as a result of the verification process, the applicant will receive written notification of the change and the reason for the change within 10 school days of the completion of the verification process.

If conflicting information is found on the SAR, the Financial Aid Officer will notify the applicant. The applicant will make the necessary corrections (changes) on Part 2 of the SAR, sign in the appropriate area(s), and submit both pages of Part 2 to the Financial Aid Administrator. The corrections will be reviewed, returned to the student for mailing, and the student should receive a new SAR/Acknowledgment letter within 10 to 14 working days.

Processing Awards

If all information on the SAR is correct as it is, all parts of the SAR should be submitted to the Financial Aid Officer as soon as possible. If the student is enrolled in an eligible program, the administrator will determine the amount of the Federal Pell Grant and process a "Request for Payment" on the student's behalf.

Once the Financial Aid Officer processes the request for payment, the student receives an award letter informing him/her of the amount of the award, approximate date that the first payment should be received, and approximate dates of subsequent payments. Satisfactory progress is checked at the end of each semester. All checks are ordered and/or disbursed as soon as the administrative procedures have been completed.

Financial Aid Payments

When the check arrives, the student receives notification as to the time and place where checks will be disbursed.

Cost of Attendance

Students who attend Louisiana Technical College find that expenses are moderate. The cost of attending includes a registration fee, a testing fee, tuition, and related fees, books, supplies, and travel expenses. (The actual cost varies with each program).

Financial Aid and Audited Courses

Audited courses are not counted as credit courses for reporting or enrollment verification purposes and are not eligible for financial aid.

State Refund Policy (Refer to Admissions section for further detail on refunds.)

In accordance with Title IV of the Higher Education Act Amendments, refund of tuition and fees for Pell Grant recipients shall be made to the Pell Grant program and not to the student.

Processing Pell Grant Refunds

The Financial Aid Officer will calculate a refund for each Title IV recipient who withdraws from the institution. If a refund is due, and if the student has any unpaid charges (the difference between the student's scheduled cash payment and cash amount that the student has actually paid), these charges will be collected by the institution and will be applied to the refund. If there is an overpayment, the Financial Aid Officer will notify the student in writing

of the overpayment, indicating a date by which a response must be made. If repayment is not received by the specified date, the student will no longer be eligible for any further financial aid at any institution. The student's records will be flagged and the school will not release grades and/or a transcript until the overpayment is repayed. Additionally, the student's name will be submitted to the U.S. Department of Education for further action.

Evaluation Methods

The financial aid program will be evaluated annually using the following components:

1. The number of request for financial aid packets.
2. The number of students applying for financial aid.
3. The number of correct Student Aid Reports (SAR's) filed.
4. The number of completed verification packets.
5. The number of students completing the award year with satisfactory progress.
6. The number of students completing the award year with unsatisfactory progress
7. The amount of money issued for financial aid during the award year in comparison to the two prior award years.
8. The number of refunds issued.
9. The number of appeals made concerning unsatisfactory progress due to mitigating circumstances.

Brief descriptions of financial aid sources follow. More details can be obtained through the financial aid office or the sponsoring agency.

FINANCIAL AID PROGRAMS

Pell Grant

The Pell Grant is a federal aid program designed to provide financial assistance to students attending post high school educational institutions. Pell Grants are intended to be the “floor” of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. The amount of the Student’s Pell Grant is determined on the basis of his/her financial resources. It is a grant, not a loan. Attendance and satisfactory progress of the student are monitored to assure the student meets the obligations to maintain the grant award. A number of other financial aid programs require recipients to apply for a Pell Grant. Applications can be obtained from the Student Affairs Office on the campus. Checks are issued for the fall and spring semesters. If the student has not been allocated all funds during these two semesters, the remainder of the funds will be issued for the summer session.

Contact the Financial Aid Officer/Clerk at each individual campus to determine which of the following financial assistance programs are available.

Academic Competitiveness Grant (ACG)

This grant which was signed into law on February 8, 2006, encourages students to take more challenging courses in high school and to pursue college majors in high demand in the global economy. Students must be eligible for a Federal Pell Grant, be a U.S. Citizen, be enrolled in an associate degree program, be a 2006 or 2007 high school graduate, and be classified as a full-time student.

Louisiana GO Grant

The GO Grant Program is administered by the Louisiana Office of Student Financial Assistance. For initial eligibility a student must be eligible for a Federal Pell Grant, have an Education Cost Gap (ECG) greater than \$0, and be a first time freshman during the 2007-2008 academic year or be 25 years old or older and not have enrolled in college for at least one academic year. Visit the following website for more information: www.osfa.state.la.us.

Louisiana’s Tuition Opportunity Program for Students (TOPS)

TOPS is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. There are four award components, which include the Honors Award, Performance Award, Opportunity Award, and Tech Award. To be eligible for TOPS, a student must be a recent high school graduate, have completed high school with at least a 2.5 grade point average, have earned the required core units in high school, and have the required ACT composite score. High school guidance counselors certify students for TOPS through the Louisiana Office of Student Financial Assistance. For more information concerning these scholarships, visit www.osfa.state.la.us.

STEP Program

Individuals receiving FITAP (Family Independence Temporary Assistance Program) benefits, through the Office of Family Support, should apply for financial assistance to assist with tuition, books, and supplies. All applicants must initially contact their case manager for referral to this college and then see the campus STEP Coordinator.

Leveraging Educational Assistance Partnership (LEAP)

LEAP Grants are offered by the state to technical college students. Recipients must be Pell Grant eligible and must meet grade requirements. The Financial Aid Officer at the college handles applications and awards. This financial aid does not have a payback component.

Workforce Investment Act Program

Workforce Investment Act is a federally funded program offered through the state to assist economically disadvantaged individuals in obtaining employment. In some instances, training may be offered to eligible participants. To apply, the applicant must contact the Workforce Investment Office in the parish in which he/she lives.

Social Security

Dependent children of those disabled or deceased workers covered by Social Security may be eligible to receive benefits while attending college as a full-time student. Students should contact the local Social Security Office for determination of eligibility.

Trade Adjustment Assistance (TAA)

This program assists individuals who have lost jobs due to a shift in production from the workers' firm to a foreign country. The cost of tuition, books, and supplies are covered under this program. Applications are available at the Job Service Office in the applicant's parish.

Trade Readjustment Allowance (TRA)

This program provides the cost of tuition, books, and supplies for eligible students who have exhausted their Unemployment Insurance benefits. Applications are available at the Job Service Office in the applicant's parish.

Veteran's Educational Benefits (GI Bill)

Full-time preparatory programs are approved for Veterans Administration Education benefits. The veteran must establish his/her eligibility with the Parish Service Officer prior to entry into college.

Louisiana Rehabilitation Services

The State Division of Louisiana Rehabilitation Services provides financial assistance to persons who have a physical, emotional, learning, or mental disability. To establish eligibility, the applicant should contact a counselor at this agency four to six months prior to entering college. Tuition, books, supplies, transportation, and meals may be paid, depending on the needs of the individual. Call (337) 262-5353 to set up an appointment.

METLA

The Motivation Education and Training, Inc., of Louisiana (METLA) provides financial aid for migrant and other seasonal farm workers. This includes those who have been employed primarily on a farm or in some other agricultural workplace less than year-round during the past 12 to 24 months and who are members of a low-income family. Dependents of such persons are also eligible.

Financial assistance includes a cash allowance equal to the federal minimum wage for every hour of instruction. In addition to financial assistance, METLA offers students a variety of supportive services as needed in child care, emergency assistance, family counseling, referral services, and transportation assistance. To establish eligibility, call (337) 367-6654.

McKenzie Memorial Scholarship

Two McKenzie Memorial Scholarships are awarded each year to applicants or students who are attending or who plan to attend Louisiana Technical College, Lafayette Campus. To qualify, applicants must meet criteria D **and** at least one or more of criteria A-C below:

- A. Must be a Vietnam Veteran having served in the military during the period of 8/5/64 - 5/7/75.
- B. Be a dependent of a Vietnam veteran.
- C. Be a Vietnam era veteran having served in the military during the period above.

D. Must have a 2.5 grade point average or better from the last school attended and must maintain this grade point average while enrolled.

Rotary Club Scholarship

This tuition scholarship is awarded on some campuses to outstanding students attending Louisiana Technical College. Criteria used for selection may include grade point average, membership in clubs, participation in school activities, community service, leadership ability, and an interview.

Fel-Pro Automotive Technician Scholarship

A \$500 scholarship is awarded to an applicant or student who is either enrolled in or plans to enroll in the Automotive Technology program at Louisiana Technical College. Applicants must meet the following criteria:

1. Be a high school senior, high school or GED graduate, who has applied for admission to Louisiana Technical College or who is currently enrolled as a full-time student in college.
2. Course work should not be completed prior to December 1 in the year following the grant award.
3. The scholarship may be used for tuition, books, fees, or supplies and must be used during the academic year in which it is awarded. (Scholarships may be renewed provided the student continues to meet the criteria above and maintains a 2.0 grade point average.)

AWS Scholarship

This is a tuition scholarship awarded to an individual who is pursuing or plans to pursue a career in welding. To qualify, the applicant must have a 2.0 high school grade point average, or if already enrolled in the field, a 2.0 grade point average in college course work. Two scholarships are given. One is given by the Acadiana Section of the American Welding Society District and the other by the American Welding Society. Deadlines for submitting applications are April 1 of each year.

Zonta - Louisiana Women's Scholarship

This is a scholarship for women who are the major wage earners of the family, who are enrolled or will enroll as undergraduates, who have satisfactory results on the SAT/ACT test, who are residents of Louisiana, U.S. citizens, and who are not scheduled for any remedial courses. The recipient must maintain a 2.5 grade point average in order to have the scholarship renewed each year and must continue to maintain at least part-time enrollment status at the college. Deadline for submitting applications is December 1 of each year.

Professional Aviation Maintenance Associations Scholarship

Applications are accepted July 1 through October 1 of each year. Students must not be graduating before May of the next year. For more information, see the Financial Aid Officer at the appropriate campus.

Helicopter Association International Aviation Maintenance Technician Scholarship

This scholarship is made available by the helicopter airframe and engine manufacturing program of Southern Illinois University. The award recipients will receive \$1500; \$1000; or \$500 for assistance with travel and lodging expenses. Scholarship recipients must have completed their primary aviation maintenance training and passed all written, oral, and practical FAA exams prior to attendance at the chosen school. Deadline for applications is October 1 of each year.

Elfrieda & Heinz Dworschak Scholarship (Acadian Home Builders–Women's Council #1936)

This scholarship is available to full-time students enrolled in Drafting & Design Technology, Air Conditioning & Refrigeration and Electrician programs. Applications can be obtained from instructors in these programs or in the

Student Affairs Office. Applications are due by September 29 of each year.

Notification of Change of Status

Students participating in any financial aid assistance program must inform the Office of Student Affairs of any changes in circumstances which may alter their eligibility for such financial assistance.

For more information about financial aid contact the following Financial Aid Officers for the campuses located in the Greater Acadiana Region:

Kelly Caruso
(337) 948-0239
T.H.Harris & Charles B. Coreil Campuses

Christina Dooley
(337) 373-0011
Teche Area Campus

Tobi Edwards
(337) 893-4984
Gulf Area Campus

India Powell
(337) 262-1251
Lafayette Campus

Joseph Gordon
(337) 788-7521 (Acadian Campus)
(33) 349-6466 (Evangeline Campus)

ACADEMIC GUIDELINES

Academic Policies:

LTC Region 4 uses the instructional policies as approved by Louisiana Technical College. Information provided below is based upon these policies.

Academic Diplomas, Certificates, Technical Competency Area Completions and Acknowledgements of Completion

Diplomas are issued to students who have completed the general and program-specific requirements for Board-of-Regents-approved, two-year Associate of Applied Science (AAS) degree programs. Technical Diplomas (TD) are issued to students who have completed the technical program-specific requirements for Board-of-Regents approved diploma programs. Certificates of Technical Studies (CTS) are issued to students who have completed the general and program-specific requirements for Board-of-Regents-approved, one year Certificate programs. These requirements are contained in the curriculum in effect when the student enrolls, changes majors, or graduates.

The campus Office of Student Affairs will verify students' completion of program requirements and will maintain the official records of all degrees and certificates awarded for that campus. Campus graduation checklists will be submitted to and verified by the regional registrar.

Acknowledgements of Completion

Acknowledgements of completion will be issued to students who have completed College-approved programs that have not been sanctioned by the Board of Regents.

Acknowledgements Based on Credit Course Work

Any acknowledgement of the completion of a credit course or group of courses constituting mastery of a Technical Competency Area (TCA) will be verified by the campus Office of Student Affairs before the acknowledgement is issued. Such acknowledgements will be signed by the Campus Administrator and will be printed with the signature of the Regional Director. Appropriate documentation of program completion will be maintained in the student's permanent academic record. These students may apply for and participate in graduation ceremonies.

Acknowledgements of Completion of Programs Offered in Cooperation with Other Agencies

Acknowledgements of the completion of programs offered in cooperation with external agencies will clearly indicate the name of both the outside agency and Louisiana Technical College; the number of semester hours of credit course work; and the number of clock hours of non-credit instruction included in the program if needed. Titles of the programs will be descriptive, and will not be the same as Board of Regents approved degree or certificate programs and may not have the same title.

These acknowledgements of completion will be signed by the Instructor and the Campus Administrator. The campus Office of Student Affairs will be provided with a list of students who have completed programs and verification that each student has completed the requirements for the program. These acknowledgements will be maintained in the student's permanent academic record.

Acknowledgements Based on Non-credit Course Work

Acknowledgements of completion of non-credit courses and programs will clearly indicate the clock hours of participation and the number of Continuing Education Units (CEUs) awarded, if applicable. Such acknowledgements will be signed by the instructor and the Campus Administrator.

The campus Office of Student Affairs will be provided with a list of students who have completed programs each semester. Titles of the programs will be descriptive, and will not be the same as Board of Regents approved programs. Acknowledgements will be maintained in the student's permanent academic record.

Other Acknowledgments and Awards

Individual regions, programs, and organizations may produce and distribute acknowledgements of completion, honor awards, attendance awards, scholarship acknowledgments, acknowledgements of appreciation, etc. However, the College seal, Presidents signature, official paper, and the term "certificate," may not be used. Such acknowledgements and awards should be approved through the Campus Administrator prior to their distribution.

Curriculum Requirements (Catalog Option)

A student must meet the curriculum requirements of the current catalog in effect at the time of entry. If a student changes his/her major or withdraws (drops out) from college in any regular semester (disrupting continuity of studies), he/she must reenter college under the current curriculum for that program. The student must then fulfill the requirements of the current catalog. Previous credits earned will be subject to review and evaluation by the appropriate academic advisor and by the LTC Region 4 Associate Dean of Academic and Student Affairs.

Classification of Students

Classification is based on the number of credit hours earned by the student.

1. Freshman: An undergraduate student who has earned 29 or less semester credit hours
2. Sophomore: An undergraduate student who has earned 30 or more semester credit hours
3. Non-Degree Student: A student who is taking courses, but not working toward a credential

Acceptance of Transfer Credits

From a Louisiana Technical College campus to another Louisiana Technical College campus: All campuses within Louisiana Technical College utilize a common curriculum for academic credit. Satisfactorily completed coursework (Grade of "C" or higher) taken at a Louisiana Technical College campus may be accepted as transfer credit at another campus of the LTC, depending upon a student's break in enrollment and/or changes in curriculum or major. Credits previously earned will be evaluated by the student's program advisor and/or instructor and by the LTC Region 4 Associate Dean of Academic and Student Affairs.

College residency requires that transfer students successfully complete a minimum of one course at the LTC campus from which the credential will be awarded.

From Another Postsecondary Educational Institution to Louisiana Technical College:

Coursework taken at an institution accredited by COE or a regionally accredited postsecondary educational institution outside of Louisiana Technical College will be evaluated by college personnel for transfer credit. Only grades of "C" or higher may be accepted for transfer credit. Note: Practical Nursing program courses must have a grade of 80% or higher to be considered for transfer credit.

Credit will not be granted for courses that are defined as pre-college level by the institution where they were earned. Such courses will be noted for academic advising purposes and will show transferred hours as "0".

College residency requires that transfer students successfully complete a minimum of 25% of course requirements at LTC prior to being awarded a credential.

Procedures for Requesting Transfer Credit towards a Credential:

Students must initiate the request for evaluation of transfer credit by completing a "Transcript Evaluation Request" form IS100.45 and by having official college transcripts mailed to the LTC campus of enrollment. Students must also provide copies of course descriptions/course syllabi of courses for which credit was previously earned to enable examination and comparison of course content of the requested transfer course to the college's current course content. This process should be completed prior to enrolling in an LTC course in which credential credit is being requested. Program Academic Advisors will review the Transcript Evaluation Request and documentation.

Academic advisors will submit appropriate Course Substitutions, along with the Transcript Evaluation Request, to the LTC Region 4 Associate Dean of Academic and Student Affairs for final approvals. As transcript evaluation may be a lengthy process, it is recommended that requests for transfer of credits be submitted at least two (2) months prior to the beginning of a semester in which the student wishes to enroll and receive transfer credit.

Earning Non-Traditional Credit

Louisiana Technical College (LTC) awards credit for non-traditional learning based on results of national tests such as CLEP, AP, DANTEs, and other extra-institutional examination programs; the institution's faculty-developed credit by examinations; credit for past learning and/or life experiences; military and industry-based training, and others as approved by the LTC Region 4 Associate Dean of Academic and Student Affairs. Applications for non-traditional credit will be reviewed on an individual basis.

A student may use a maximum of 30 non-traditional credit hours toward an associate degree or technical diploma and a maximum of 12 non-traditional credit hours toward a Certificate of Technical Studies.

Students may be assessed a fee for the administration of examinations and for the evaluation of credentials when non-traditional credit is requested.

Students must be enrolled in at least 6 credit hours at the campus from which they are requesting non-traditional credit, and may only request credit for courses that are offered by the home campus.

A grade of "P" on a student's transcript indicates that non-traditional credit is awarded.

A student requesting college credit through a portfolio review must schedule the program area's 3-credit hour Special Projects course. Guidance in the development of the portfolio will be provided by a program instructor. This enrollment does not guarantee that credit will be awarded.

For an approved Louisiana Board of Regents credential, no more than 50 percent of the required credit hours will be accepted through transfer and non-traditional credit options combined.

All fees must be paid prior to a portfolio evaluation/testing administration and issuance of non-traditional credits.

Non Traditional Credit Options

Credit Equivalency for Training - Credit earned cumulatively by successfully completing a specific series of training modules.

Military Credit - Credit granted for training received in the military is based on the students DD214 or 295 and evaluation of credits based on recommendations of the American Council on Education (ACE) Guide. When students complete basic and advanced training of at least 120 days in Armed Forces training school, they are eligible for five credits.

Portfolio Evaluation - A documented collection of learning that may include samples of actual work, which is submitted for evaluation by the student. The faculty will determine if the goals and objectives of specific courses have been fulfilled.

CLEP- College Level Examination Program for credit in a number of courses. Students may earn credit hours as indicated but no grades.

DANTEs – Defense Activity for Non-Traditional Education Support examination.

Proficiency Examinations – Faculty Developed Credit by Examinations that measure the level of competency in the goals and objectives of a specific LTC course.

Louisiana Technical College permits students to take credit examinations in order to “test out” or “challenge” specific courses. An applicant/student cannot challenge a course in which he/she is currently or was previously enrolled.

Application for credit examinations must be initiated by the student and submitted to the department head in sufficient time to allow for test administration and scoring prior to the next semester’s registration period.

When applying for a credit-by-examination, the applicant must provide evidence of his/her probability of success on the exam. Examples of documentation include college credit previously earned in the subject area, work experience with the identified course objectives, industry certification, etc. Documentation will be maintained in the student’s academic record.

Credit is awarded only for examination performance of “80 %” quality or better. Upon successful completion of the credit examination, a grade of “P” will be recorded on the student’s permanent transcript. Quality points will not be awarded.

If the applicant or student does not receive credit through examination, he/she may register and schedule the course. At the time of registration, the student is responsible for all tuition and fees associated with the course.

Students may not retake credit examinations they have failed. Students who have been suspended are not eligible for credit examinations.

Procedures for Credit By Examination

1. The applicant for credit-by-examination must make an appointment with the course instructor to provide appropriate evidence of probability of success on a credit by exam.
2. If the instructor approves the course challenge, he/she will provide the student with a copy of a completed “Credit by Examination” Course Challenge Form and sets a date for testing.
3. The applicant must submit this form when making payment of the \$15 non-refundable credit-by-examination fee for which a receipt will be provided.
4. On test date, the applicant provides the instructor with the form and receipt showing payment of the course challenge. The instructor then allows the student to complete the approved Credit by Examination activities/test(s).
5. The instructor scores the activities/test(s) and completes the “Credit by Examination” form. A “**P**” is assigned as the grade which indicates the student successfully challenged the course. An “**F**” is assigned as the grade which indicates failure to successfully challenge the course.
6. Two copies are made of the completed Credit by Examination form. One copy is given to the student and one to the student’s advisor. The **instructor** who administered the test must provide the **original** to the campus Student Affairs Office to enable data entry and filing in the student’s permanent record. Only grades of “P” are entered on the student’s transcript.

Secondary to Postsecondary Articulated Credit: Applicants who have taken specific courses while in high school that meet the requirements of an articulation agreement between this college and the high school attended will receive LTC non-traditional credit for those courses when enrolling in LTC within the first year of high school graduation. The LTC Region 4 Intent to Articulate form must be completed prior to registration and submitted to the campus Office of Student Affairs for processing/approval. Once approved, a grade of “P” will be issued and appear on the LTC transcript for articulated credit.

College Attendance:

All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students who stop attending a course and do not officially withdraw, may receive a grade of “F” for all coursework missed that may result in a punitive final grade.

This policy shall be superseded by any more stringent attendance policy required by a regulatory or licensing body having jurisdiction over program requirements. The attendance policy for each class must be included in the course syllabi.

Attendance will be tracked and maintained for various reporting purposes. An instructor may drop a student for excessive absences if the student misses 10% of the class.

Note: Only absences which are considered an emergency due to personal illness, jury duty, court summons, and death in the immediate family and other critical situations beyond the student's control will be excused, allowing students to make up missed class work. Official documentation of absences must be submitted by the student upon returning to class. Course work missed due to an unexcused absence cannot be made up.

VA Students Attendance Policy

There are no excused absences for VA students as far as the Veterans Administration is concerned. Thus, when a VA student exceeds the attendance policy, whether he/she had a legitimate excuse or not, this absence is counted against the student by the VA. When a VA student is dismissed for attendance reasons, the VA is notified within 30 days of the last date of attendance. However, the college will honor the legitimate excuse of a VA student as it does for all other students for making up class work missed.

Grading Scale

Louisiana Technical College (LTC) has established a grading scale describing the letter grade that is associated with the percentage grade. The student's transcript will include the letter grade only, not the percentage grade.

The grading scale at Louisiana Technical College for all programs, except those regulated by a licensing board, is listed below.

A = 90% - 100%

B = 80% -89%

C = 70% -79%

D = 60% -69%

F = 59% - Below

The LTC grading scale for programs regulated by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) is:

A = 94% – 100%

B = 88% – 93%

C = 80% – 87%

D= 70% – 79%

F = 69% – Below

Grade Symbols and Designations

- A Represents exceptionally high achievement. It is valued at four grade points for each credit.
- B Represents high achievement. It is valued at three grade points for each credit hour.
- C Represents satisfactory achievement. It is valued at two grade points for each.
- D Represents the minimum achievement for credit for elective courses that are not a part of the student's major. It is valued at one grade point for each credit hour.
- F Failure - Represents an unsatisfactory achievement and indicates failure in the course. It is valued at zero grade points and zero credit hours. The student who receives a grade of ("F") in a course is not eligible to continue into the next sequential course(s) and shall not be eligible for graduation. Credit may only be obtained by repeating the course.
- AU Audit - Represents a course that is not taken for credit. Students who audit a course must be admitted to the college and officially enrolled in the course. Any change in status from audit to credit or credit to audit must be completed prior to the last day for adding classes. An audited class may be taken for credit during another semester. An Audit carries no value in computing the grade point average.
- P Non Traditional Credit – Represents credit given for successfully challenging a course, military course credits, prior learning experiences, etc. Non-traditional credits carry no value in computing the grade point average.
- I Incomplete – Represents incomplete coursework. It shall be given only when there are unavoidable and extenuating circumstances resulting in the inability for a student to complete the coursework prior to the end of a semester. An Incomplete shall only be awarded when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall inform the student what work is necessary and the deadline to complete such work. The deadline must be no later than the first day of mid-term exams of the next semester. Students do not re-enroll or pay tuition for an Incomplete class. The grade of ("I") has no value in computing the grade point average, but is counted in hours attempted.
- R Repeat – Represents a course that is being repeated. The Symbol (R) will follow the letter grade earned. The last grade awarded will be used in the computation of the cumulative grade point average. The term grade point average is not affected with Repeat grades. Repeat grades do not change a prior term's GPA.
- S Satisfactory - Represents a satisfactory grade. It has no value in computing the grade point average.
- U Unsatisfactory - Represents an unsatisfactory grade. It has no value in computing the grade point average.
- W Withdraw - Represents a withdrawal from a course. Students may officially withdraw from a course or courses until the official drop date and will receive a grade of ("W"). The course and grade of ("W") will be posted to the student's permanent record, but will not be included in the calculation of the semester/session or cumulative grade point averages. Students are cautioned that withdrawal from a course or courses may impact their financial aid and other (e.g. insurance coverage) status. Official drop date for atypical course schedules will be calculated at 75% of the course length.

LTC Grade Point Average

A grade point average (GPA) is obtained by dividing the total quality points earned by the total credit hours attempted. The GPA must be calculated to the third decimal place.

$$\frac{\text{Total quality points earned}}{\text{Total credit hours attempted}} = \text{GPA (x.xxx)}$$

The term GPA is based on the earned quality points and the credit hours attempted for the semester/session only.

The cumulative GPA is based on the total earned quality points and the total credit hours attempted. Grades of I, W, R, S, P, AU, and U, will not be calculated in the grade point average.

Types of GPA

1. LTC Cumulative GPA – Calculate GPA formula using all LTC credits (excluding all quality points and credit hours exempted through academic amnesty).
2. Graduation Cumulative GPA – Calculate GPA formula using those credits applicable to curriculum requirements only.
3. Higher Education GPA – Calculate GPA formula using all credit hours attempted from higher education institutions excluding all quality points and credit hours exempted through academic amnesty and/or repeated course (up to a maximum of 15 hours).
4. Adjusted Cumulative GPA – This GPA is adjusted to exclude those quality hours and grades which have been removed from the calculation of a student's grade point average through a repeat/delete policy (up to a maximum of 15 credit hours) and/or Academic Amnesty. This adjusted cumulative grade point average will include grades earned at the home institution and is used to determine a student's academic status.

Definitions associated with GPA

- **Quality Hours:** Quality hours are those credit hours for which a student registers and receives a grade of A – F. Credit courses for which a student receives a grade of “P,” and “S” are included in earned hours, but not quality hours. Courses for which students register, but later withdraw with a grade of “W” are included in attempted hours, but not quality hours.
- **Cumulative Quality Hours:** Cumulative quality hours are all hours for which a student has registered and has received a final grade of A – F at the college as well as all quality hours accepted in transfer (including hours that would have been accepted had the student not earned a grade of F).
- **Adjusted Quality Hours:** Adjusted quality hours are those credit hours for which a student registers and receives a grade of A – F at the home institution, excluding those credit hours removed from the calculation of the student's grade point average through a repeat/delete policy and/or those credit hours removed through Academic Amnesty.

Academic Status Categories:

1. Good Academic Standing. A student who has a cumulative grade point average of 2.0 (C) or higher on all course work completed at Louisiana Technical College is considered to be in good academic standing. A 2.0 average occurs when the number of quality points is twice the number of quality hours attempted.
2. Academic Probation. No student will be placed on probation before he/she has attempted 15 credit hours. A student will be placed on academic probation whenever the Louisiana Technical College cumulative average is below a 2.0 (A=4.0). Once on probation, a student will remain on probation (as long as each semester average is at least a 2.0) until the Louisiana Technical College cumulative grade point average of 2.0 or higher is achieved.
3. Academic Suspension. No student will be suspended prior to attempting 24-semester hours enrollment. A student on academic probation will be suspended from the institution for one semester at the conclusion of any semester or summer session in which he/she fails to earn a semester grade point average of 2.0. A student who is suspended at the end of the fall semester must remain out of school for the spring semester. A student who is suspended at the end of the spring semester may attend the summer session. If the student raises his/her LTC

cumulative average to 2.0 during the summer session, the student may attend the fall semester. If the cumulative average remains below 2.0, or if the student does not attend the summer session, the student is suspended for the fall semester.

A student may appeal to attend the College during his/her suspension semester. The appeal must be in writing to the Academic Appeals Committee on the student's home campus.

At the discretion of the program advisor, a student may enroll, during his/her suspension semester(s), in developmental courses (courses number below 100). All students who are so allowed to register must be advised by a developmental studies instructor and are restricted to skill remediation. Registration in college credit courses is not allowed, but students may audit credit courses with approval of the program advisor. Under this program, the student may enroll in a maximum of 9 credit hours per semester. A student reenters the College on academic probation after being suspended academically. A student who is allowed to enroll during his/her suspension semester is also placed on academic probation.

A student who has been placed on academic suspension and achieved a 2.0 grade point average for the semester following reinstatement must maintain at least a 2.0 grade point average in each subsequent semester of attendance until he/she achieves an LTC cumulative grade point average of 2.0. Failure to make a 2.0 grade point average in any subsequent semester before the cumulative 2.0 grade point average is achieved will result in another one semester suspension.

Academic Status of Students in Specific Majors

Faculty in a given major may, with the approval of the academic administration of the College, establish and publish higher academic standards for admission, continuation and/or reentry to the major.

Academic Status of Transfer Students

A student who is on probation and who has an adjusted cumulative grade point average below 2.0 at his/her previous institution will enter LTC on probation. At the end of his/her first semester at LTC, he/she will be suspended if he/she does not achieve a 2.0 grade point average for the semester. He/she will be placed in good academic standing if his/her semester average is 2.0 or higher. His/her academic status at the end of each subsequent semester of attendance at LTC will be based on his/her LTC cumulative/semester average only.

A student who has been academically suspended/dismissed from an institution may petition, in writing, the Admission Standards Committee for permission to enroll at LTC during his/her period of suspension. Credit earned while on suspension/dismissal may or may not be accepted toward a degree, diploma, or certificate as per Academic Status Policy IS1930.102.

Change of Major/Transferring Programs within the College

Students wishing to change their major program of study must do the following:

1. Complete a Request for Program Change form (IS100.55)
2. Submit the form to the program advisor for approval
3. Meet with and submit the advisor-approved form to the Office of Student Affairs
 - Discuss admission requirements for the program
 - Complete an admission application for the new program
 - Meet with Financial Aid, if applicable
4. When notified, meet with the academic advisor for the new program
5. Schedule, Register, and make tuition/fee payments for the new semester.

Academic Renewal

At least three years must elapse between the end of the semester in which the student was last registered for credit at

any college or university and being enrolled at the LTC in order to be considered for academic renewal.

The student must submit an application for academic renewal along with official transcripts from all institutions of higher education attended to the campus Student Affairs Office before the last day of classes his/her first semester of enrollment. The application shall include evidence that conditions have changed and that there is reasonable expectation of satisfactory performance.

The application will be evaluated by the academic appeals committee and approved only for those that convincingly demonstrate potential for success. Applying does not ensure approval.

No prior academic credit carries forward as part of a student's degree program. However, the prior record remains a part of the student's overall academic record.

If granted, the date of academic renewal is entered upon the LTC transcript along with a statement prohibiting use of previously earned credits and quality points to (1) meet degree requirements, (2) Computer the GPA leading toward undergraduate certificates or degrees, OR (3) Determine graduation status.

Upon being granted academic renewal, the student has the status of an entering freshman and will begin a new record showing no credits attempted, no quality points earned and no prior suspensions.

The student demonstrating competence in a given area may be allowed advanced standing (without credit) or a waiver of requirements just as any entering freshman. Credit examinations may be taken for courses in which grades of "C" or higher were earned.

LTC does accept, in transfer, an academic renewal granted at another institution. However, academic renewal may be granted to a person only once, regardless of the institutions attended.

Students must be aware that many transfer institutions may compute the undergraduate GPA on all hours attempted when considering application for admission.

Developmental Education Requirements

The primary purpose of developmental education is to prepare students for success in their career preparation courses. The secondary purpose is to prepare students for university admission requirements.

Students seeking an Associate of Applied Science (AAS), Technical Diploma (TD), or Certificate of Technical Studies (CTS) are required to take a placement exam, unless exempted by policy (See Placement Exam Policy IS 1930.173). This test measures academic proficiency in mathematics, reading, and English/writing. Students accepted for program admission in a CTS or higher exit level program who do not meet the program specific placement exam scores are required to enroll in developmental education. Once enrolled in a developmental education course, students must be referred by the Developmental Education Instructor in order to schedule a retest in any discipline.

Three areas of developmental education are offered for enrollment: Developmental Reading, Developmental English/Writing, and Developmental Mathematics. There are three levels in each developmental education area: 0090, 0091, and 0092. Placement exam scores determine course level needed by students. Each developmental education course is three (3) institutional credit hours and 60 clock hours.

Students who progress in their developmental course but do not earn a passing grade (A,B, or C) will receive a "D" or "F" and must re-enroll in the course the following semester and pay all tuition and applicable fees.

Students seeking a credential will continue to enroll in developmental education each semester until they accomplish one of the following: 1) master the competencies for the developmental education course as specified in the course syllabi; 2) retake the placement exam and reach required placement scores, or 3) successfully complete all course work required for the credential.

AAS students in Developmental Education: To be eligible to enroll in a general education course of the AAS program, students must 1) master the competencies for developmental education course(s) as specified in the course syllabi; or 2) retake the placement exam and reach the AAS required placement score for the specific discipline.

Dropping/Adding Courses

Students are allowed to drop/add courses within the first 2 days of each semester. There is no academic penalty for course changing during this time. Students will be assessed additional tuition/fees, if applicable. Classes dropped outside of the Drop-Add period carry various institutional penalties.

To add classes after the official drop/add period, students must have administrative approval. Administrative adding of classes are handled by the campus Office of Student Affairs.

Students who enroll in compressed courses are encouraged to enroll in all courses at the beginning of the semester in order to maximize federal financial aid benefits and minimize tuition costs.

Course additions for students in competency based programs will be allowed on a case by case basis and will be considered the exception rather than the rule. Course additions will be considered only if all of the following conditions are met:

1. The student has successfully completed (Grade of “C” or better) all other previously scheduled courses for the semester.
2. The Academic Advisor recommends the course addition and submits appropriate forms to initiate the course add.
 - a. The course abbr./number and section appears on the Program Master Schedule of Classes and has a class start date **after** the 14th or 7th enrollment census date.
 - b. The number of clock hours required for the course must be accounted for in the scheduled dates and times, with an end date that does not exceed the semester end date.
3. The student officially registers and pays all applicable tuition/fees. Note: If a student is on Financial Aid, the Financial Aid Officer must approve the course addition. Courses can only be added if the course addition will not affect the student’s status for financial aid or other purposes.

All “adding”/ “dropping” of courses must be processed through the campus Office of Student Affairs Office in order for students to obtain credit. A Change in Course Load form can be obtained from that office. The completed form is returned to Student Affairs for distribution to the appropriate department/personnel.

Full-Time Enrollment

A full-time student is defined as one who is taking at least 12 semester hours, or the equivalent of scheduled coursework, during a regular semester or at least six semester hours during a summer session. Full-time status for Title IV Determination is 12 credit hours in Fall or Spring semester and 7 credit hours for a 9 week summer session. Audited courses are not counted as credit courses for enrollment reporting or verification and are not eligible for financial aid.

Student Withdrawal from Classes and/or from College

Withdrawal (Student-Course) – an action whereby a student formally “drops” a course (or courses) from his/her schedule of classes (or from the college) after the official enrollment period by using the institution’s approved procedures and timetable.

It is the student’s responsibility to withdraw from classes **and/or** from the College. To initiate these actions, use Form. IS100.48 *Student Change in Course Load*. or Form IS100.47 *Student Withdrawal from College*. These forms are available from the campus Office of Student Affairs.

To withdraw from classes **and/or** the college after the drop/add period, a student must:

- Complete a copy of the **appropriate** Withdrawal Form
- Sign and date the form

- Have the form signed by the Department Head or Instructor
- Have the form signed by the Financial Aid Officer, if applicable
- Submit the completed form to the campus Office of Student Affairs

Note: A student is not officially withdrawn from a course or the college until the request is received in the campus Office of Student Records.

The deadline date for withdrawal is posted on the Academic Calendar. Students who officially withdraw from Louisiana Technical College **on or before** the last date to withdraw will receive a grade of (“W”) in each enrolled course. The course and grade of “W” will be posted to the student’s permanent record, but will not be included in the calculation of the semester/session or cumulative grade point average.

Withdrawal from the College may impact financial aid and other areas of status (e.g. insurance coverage). Withdrawing and/or being dropped from a course or from college after the refund period will not reduce the student’s financial obligation to the college and may affect eligibility for continued financial aid. Students not completing 67% of courses scheduled in a semester will be required to pay back Pell Grant funds received.

Students who stop attending but do not complete and submit appropriate withdrawal forms may remain on class rolls and be assigned a grade of “F” by the instructor. Additionally, students who stop attending a course or who withdraw from college **after** the official withdraw date (posted on the academic calendar) will receive an “F” grade for the course(s). This “F” grade will be calculated in the student’s GPA.

Reinstatement

In order for a student to be reinstated into a course, the instructor and Campus Administrator or designee must agree that the student has an acceptable excuse for missing or dropping/withdrawing from the class and that the student has a reasonable chance of passing the course.

A student may be administratively reinstated if dropped by the college in error.

Courses in Sequence

Prerequisite courses must be successfully completed prior to scheduling subsequent courses in the sequence. Students should take courses in the semester in which they are recommended, except in cases where the academic advisor has justified why a course taken out of sequence is necessary.

Grade Changes

After a faculty member has submitted a grade roster for a class, changes of grades can be completed only through the submission of a Grade Change Request, form IS100.18.

Grades changes may be initiated by an instructor only to:

1. Correct a computational or transcription error on the part of the instructor
2. Change an “I” grade to a final grade after the student has completed the “I” contract or in cases where the student has documented that illness/accident at the very end of the semester prevented the student from completing the courses or from requesting an “I” contract.

Instructors may not change a student’s grade based on extra work done by the student after the semester ended or based on work submitted after the published deadline (unless, as indicated above, some legitimate reason existed for the student’s failure to notify the instructor in a timely fashion).

Repeating Courses

Grades earned in repeated courses will replace original grades; however, both grades will be shown on the transcript with a notation of (R) placed by course which has been repeated. This policy applies only to courses taken at this institution. Grades earned at another institution cannot be negated by grades earned in equivalent courses at this college.

An unadjusted GPA (cumulative) will be used for the purpose of awarding campus awards and honors, if the award/honor is based on a student's GPA.

Course Substitutions/Course Waivers

Course substitutions and waivers should be based on extenuating circumstances. *The request for course substitution/course waiver is initiated by college personnel rather than by the student.* These must be approved by the LTC Region 4 Associate Dean of Academic and Student Affairs.

The Course Substitution/Course Waiver form IS100.6 and supporting documentation must be included in the student's permanent record. The documentation is used as part of the student's graduation requirement checklist.

The substitution/waiver must in no way negatively impact the competencies that a student must have to complete a credential.

If the substitution/waiver is a college-wide initiative, it must also be approved by the LCTCS Vice President of Career and Technical Education.

Re-entering College

Students who are dropped or who withdraw from the college should immediately submit another admission application in the campus Office of Student Affairs if they want their names placed on the waiting list for future enrollment. Students with a break in enrollment must pay the required \$5 application fee.

Students with a regular semester break in enrollment will be readmitted under the curriculum in effect at the time of re-enrollment. To be eligible for unconditional readmission, student must have earned at least a 2.000 cumulative grade point average on all work attempted, both at LTC and at all other colleges and universities. Otherwise applicants will be readmitted under probation.

Graduation & Graduation Requirements

Traditionally, LTC Region 4 has held campus commencement exercises during the summer months.

Students must apply for graduation by completing and submitting the appropriate form at least one semester prior to completing degree/diploma requirements. The application deadline will be determined by the campus and/or region. A graduation fee of \$25 will be charged each student who submits an application. Late applications will be charged an additional \$25 fee. High school students may receive post secondary credentials (TD, CTS, and TCA) prior to high school completion/graduation.

It is the responsibility of the student to make sure all the requirements for graduation have been met. It is recommended the student meet with his/her department advisor to discuss graduation requirements.

The program advisor and campus Office of Student Affairs office will complete a degree audit of all graduation requirements for each student. The regional registrar will certify candidates for graduation. All approved course substitution request forms, transfer credit evaluations, and official transfer transcripts must be on file in the campus Office of Student Affairs before a student can be certified as a candidate for graduation. To qualify for graduation, a student must:

- Meet the specific program requirements outlined in the curriculum the student is following at the time of graduation.
- Earn at least a 2.0 ("C") grade point average on all work attempted at Louisiana Technical College (excluding grades for courses deleted through academic renewal or repeat/delete).
- Earn at least a 2.0 ("C") in each course required to earn the credential.

- Complete 12 of the final 15 hours (excluding hours gained through non-traditional credit) required in the credential in residence at Louisiana Technical College.
- Earn at least 25 percent of the hours needed for the certificate/degree in residence at Louisiana Technical College, of which 9 must be in the major field of study.
- Earn no more than a total of 30 non-traditional credit hours toward an Associate Degree or Technical Diploma and no more than 12 non-traditional credits toward a Certificate of Technical Studies.
- If a program requires a course but the course is no longer available or a course substitution cannot be made, completion of the total number of credit hours required in the program being followed is mandatory.
- Fulfill all other obligations and regulations including financial obligations to the College prior to established dates.

Honors will be awarded based on cumulative Grade Point Average. At least 50% of required credits must be completed at Louisiana Technical College in order for a student to be eligible for honors. The required GPA's are: Honors Graduate: 3.00 - 3.49 and Graduation with Distinction: 3.50 - 4.00

Academic Requirements for Pell Grant Participants

GPA Requirements:

A student's cumulative GPA will be checked prior to any requests for payment or distribution of financial aid after the student is enrolled. The student's academic progress is verified by the department head or program instructor. Any student not maintaining satisfactory progress (cumulative 2.0 GPA) will have their financial aid suspended until satisfactory progress is acquired.

Maximum Time Frame:

Students on Pell Grants will have one and one half the normal length of time in which to complete their program of study. Lack of progress due to extenuating circumstances, such as sickness, natural disasters, etc., will be evaluated on a case-by-case basis.

Procedure for Appeal

A student making unsatisfactory progress due to extenuating circumstances must submit a written appeal to the dean of the college within one week of receiving grades. Extenuating circumstances will be evaluated on a case-by-case basis. Extenuating circumstances are situations beyond the student's control (i.e., illness, accident, trauma, etc.). Documentation must accompany the student's appeal. The college's dean will make a decision within two weeks. Financial aid will be reinstated if an appeal is won.

Student Records

A student record file is kept on each student at the college. This file consists of entry and termination dates, courses the student has taken, grades, placement exam scores, and student schedules, copies of letters requested by the student to verify enrollment, subpoenas, placement, and follow-up information.

These records are confidential. Students who wish to see their file may do so under the supervision of a college counselor. Information in student files will not be released to anyone without written permission of the student or parental permission in case of a minor student. Students must sign a release upon enrolling that allows the college to provide prospective employers with information from the student's file, or to provide transcripts to other educational institutions to which the student is requesting enrollment. Every three to five years student records are purged and only pertinent information is transferred to electronic medium for the college's permanent student files.

Transcripts

Transcripts are issued to students upon written request for a fee of \$5.00 per transcript. At the time of graduation, students are issued an official transcript at no charge.

Justification of Records

All students must be aware of the importance of supplying correct information on college applications, college records, etc. Students should also notify the campus Office of Student Affairs if personal information changes during their enrollment. Falsification of student records may result in dismissal from college.

Medical student records are supplied to the State Licensing Boards. All student records must be true and correct to the best of the student's knowledge. Any falsification of these records will result in the student being penalized at the discretion of the college dean and/or the licensing boards.

GENERAL RULES AND PROCEDURES

Students enrolled at LTC Region 4 campuses are expected to demonstrate mature behavior and assume responsibility for their actions.

Class Requirements

All students are required to attend all scheduled classes. Students are expected to be on time and prepared to start promptly with all necessary books, supplies, tools, equipment, and uniforms required for the program. Students may be dismissed from class for not having required materials.

Missing Classes

Students should notify instructors if they will be missing class(es) and/or be absent from college. This can be done by calling the college campus and asking the receptionist to connect them with the instructor and/or his or her voice mail. Students will not be able to make up work missed due to unexcused absences.

I.D. Cards

All students are required to purchase an I.D. card upon enrollment and every fall thereafter. Students are required to wear the I.D. card at all times while on campus for security reasons. Students reporting to college without an I.D. card may not be allowed to attend class until it is obtained. Students will be marked absent for the hours missed in class. I.D. pictures are taken in the Student Affairs Office.

Visitors

Perspective applicants are allowed entry to the campus Office of Student Affairs without a visitor's pass. All other visitors/guests are welcome and invited to visit various departments of the college at any time; for safety and security purposes, these individuals are required to sign in and receive a visitor's pass. This pass can be obtained at the campus's administrative office area. The pass must be worn at all times during the visit and returned to the campus office when exiting the campus. Children are not allowed on campus except when accompanied by a parent or when enrolled in a Day Care Center operated by a campus. Visitors must adhere to college security policies.

Telephones

A pay telephone is provided for student use. ***Phone calls and messages will not be accepted for students. In cases of emergency, the student should have family members and others contact them by calling their cell phones or beepers.*** All family members and friends should be apprised of this policy and be prepared to follow this procedure when needing to contact a student.

Beepers or Cellular Phones on Campus

Beepers or cellular phones are allowed on campus. Phones and beepers **must be turned off or put on vibrate during class time.** **Some instructors/programs may prohibit cell phones and beepers in classrooms.** Students must abide by the classroom policy pertaining to these items. Students should not use phones in the hallways during class hours since loud talking is disruptive to classes in session. Calls should be made and taken in the break area outside the building.

Smoking

All buildings belonging to LTC Region 4 are **non-smoking.** Smoking is permitted outside of buildings at a distance of 25 feet from entrances, as per state law. Smoking at entrances to the building is prohibited. Receptacles are provided for disposal of smoking materials. Cigarette butts must **not** be thrown on the grounds. Students are reminded to be careful in the disposal of cigarettes as not to cause a safety hazard.

Parking

Parking is provided on college campuses. Students are not allowed to park in the following areas: handicap parking slots unless their vehicle has a handicap sticker or license plate, in areas reserved for staff, or in areas reserved for visitors/guests. Parking on the grass, along the curbs, or in restricted areas is prohibited. All students are required to register vehicles. Vehicles will be towed (at owner's expense) if they do not have the appropriate parking sticker and/or they are parked in a restricted area.

Lockers

Lockers are available for student use. Instructors will give details regarding their assignment.

Search and Seizure

Lockers and desks are the property of LTC Region 4; they are loaned to students for the purpose of assisting them in attaining an education. As the property of the college, they are subject to search for contraband at any time, upon the reasonable belief of the campus administrator that said lockers and desks may contain material which is not allowed on the college campus. Having a tool box and operating a motor vehicle on campus are privileges granted to students. The granting of these privileges is conditioned upon the agreement that these articles may be searched by the college administration if the student is suspected of having contraband materials such as weapons, illegal substances or drugs, alcoholic beverages, or other similar material. Local law enforcement authorities may be included in this process if the campus administrator determines a need for such involvement.

Drug-Free Workplace Policies & Procedures Memorandum

Effective March 1989, all institutions participating in the Title IV Federal Aid Program must provide a drug-free workplace as mandated by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Acts Amendments of 1989 (Public Law 101-226), and Revised statutes of the State of Louisiana.

Initial distribution of this policy and procedures memorandum shall be accomplished through faculty and student orientation processes. Annually, this policy and procedures memorandum shall be published in the LTC Region 4 online catalog and faculty handbook. Hard copies are available through the campus Office of Student Affairs.

As a member of Louisiana Community & Technical College System, LTC Region 4 will abide by LCTCS Policy #6.030 Drug Free Workplace as published on the LCTCS Website. This policy as established applies to all school personnel regardless of position or duration of employment.

LTC Region 4 is committed to maintaining a safe and healthy environment for maximum learning and to maintain drug-free campuses and student body. The following LTC Region 4 Drug-Free Workplace standards of conduct include any and all students enrolled in an LTC Region 4 campus whether in a full-time or part-time capacity.

- All LTC Region 4 students are required to abide by the Drug-Free Workplace Act of 1988.
- The unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace, on or about any Region 4 campus, or as part of any of its activities is prohibited. This prohibition includes the possession or use of any illegal drug related to paraphernalia or alcoholic beverage.
- Students receiving any federal financial aid are required to sign a statement certifying that they will not engage in any of the aforementioned illegal activities before financial aid is approved. Disciplinary actions apply as well as a potential refunding by the student of any financial monies received to date following a conviction of any drug related offense.
- At the time of initial enrollment/orientation, each student must acknowledge receipt and compliance of this policy and procedures memorandum as mandated in the Drug-Free Workplace Act of 1988.

State Law & Sanctions for the Unlawful Possession or Distribution of Illicit Drugs or Alcohol: The items below are a summary of the legal sections from the Louisiana Criminal code Revised Statutes which refers to the

illegal possession, manufacture or distribution of illicit drugs or alcohol. These statutes affect both students and employees of this educational facility.

Louisiana Revised Statutes 40:964

Composition of Schedules

Schedule I	A. Opiates B. Opium Derivatives C. Hallucinogenic Substances D. Depressants
Schedule II	A. Substances of Vegetable origin or Chemical Synthesis B. Opiates C. Stimulants D. Depressants E. Immediate Precursors
Schedule III	A. Stimulants B. Depressants C. Nalorphine D. Limited Narcotic Drugs E. Anabolic Steroids & Muscle Building Substance
Schedule IV	Barbiturates, etc.
Schedule V	A. Narcotic Drugs Containing Non-narcotic Active Medical Ingredients B. Narcotic Drugs

Louisiana Revised Statutes 40:967 through 40:970 - Prohibited acts and penalties for Schedule II, III, IV, and V violation(s). Refer to statute description for details.

Louisiana Revised Statutes 14:91.13 - Illegal use of controlled dangerous substances in the presence of persons under seventeen years of age:

- A. It shall be unlawful for any person over the age of seventeen, while in the presence of any person under the age of seventeen and when there is an age difference of greater than two years between the two persons, to use, consume, possess, or distribute any controlled dangerous substance in violation of the Uniform Controlled Dangerous Substance Act.
- B. Whoever violates the provision of this Section shall be fined not more than five hundred dollars or imprisoned for more than six months, or both.

Louisiana Revised Statutes 14:98 - Details conditions and penalties for operating a vehicle while intoxicated.

Though not listed specifically in the above-mentioned statutes, the consumption or possession of alcohol or alcoholic beverages is expressly prohibited on property owned or controlled by the institute or at such other locations in the community which affect the institute's interest as an educational facility.

LTC Region 4 Disciplinary Sanctions: LTC Region 4 will impose disciplinary sanctions on students consistent with local, state and federal law, up to and including expulsion or termination and referral for prosecution for violations of the standards of conduct.

- Any student reporting to college under the influence of and/or impaired by controlled substances or alcohol will be suspended from college until such time as written proof of rehabilitation from a state licensed rehabilitation agency has been provided. A list of rehabilitation agencies and assistance in seeking help with a problem can be obtained from the Campus Student Services Office. The student will be readmitted

to the institute at the discretion of the Discipline Committee. All students will be afforded the right of due process as specified by policy.

- Any student found using, possessing, dispensing, distributing, manufacturing, or selling drugs on or about any LTC Region 4 campus will be referred to the proper agency for enforcement of the law.

Health Risks Related to Alcohol and/or Drug Abuse*

Marijuana	Involved in illegal activity, poor judgment, jeopardizing physical relationships, Smoke damage to pulmonary systems: memory deficits; possible decreased female fertility. Lung cancer, impaired judgment.
Stimulants/ Cocaine	Involved in illegal activity, paranoid thinking, severe weight loss, financial overdosing, psychosis, cardiac disturbances, seizures, anxiety, suicidal depression, possible brain damage, associated dangers of IV use. Lethargy, prolonged drowsiness, dysphoria, irregular heartbeat, and possible suicidal depression.
Amphetamines, Speed, Crack, Crystal Meth, Etc.	Same as above.
Alcohol:	Blackouts (no memory of intoxicated behaviors), poor judgments, alienation of co-workers, friends, and family; physical deterioration and organ disease. Reliance on alcohol to reduce discomfort of increased resolved personal problems. Increased blood pressure, heart rate, temperature, hallucination; marked sleep disorders; disorientation; convulsions. Physical addiction likely.

*The above information is a partial listing of information about Commonly Abused Drugs. Please see the campus Office of Student Affairs for additional information.

Sources for Drug Rehabilitation and Counseling

Hotlines

National Institute On Drug Cocaine Hotline: 1-800-662-HELP(4357)

Cocaine Help: 1-800-COCAINE (262-2463)

Alcohol Hotline: 1-800-ALCOHOL (252-6465)

State Referral Services

Office of Prevention and Recovery from Alcohol and Drug Abuse – Baton Rouge (504-922-2781)

State Licensed Rehabilitation Agencies: The campus office of Student Affairs will assist personnel with contact information for these agencies.

Campus Security/Crime on Campus

The following policies have been adopted to comply with the requirements of the Campus Security Act (PL 101-542) and Crime on Campus:

1. LTC Region 4 campuses include buildings, parking lots, and vacant land.
2. The college does not have campus security personnel and relies on the local law enforcement agencies in case of any emergencies.
3. In the event that students, faculty, or staff members witness or discover a criminal/illegal activity, they should first notify the administration, who will then contact local law enforcement authorities. A report will be written and maintained on file.
4. Records shall also be maintained of any illegal acts which occur during any off-campus, college-sponsored activities.
5. LTC Region 4 campuses are drug-free workplaces and offer drug and alcohol counseling information to students and staff.

Firearms Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2, by a student or non-student on college property, at a college-sponsored function, or in a firearm-free zone is unlawful. The law is defined as “possession of any firearm or dangerous weapon on one’s person, at any time while on a school campus, on school transportation, or at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.” LTC Region 4 campuses enforce this law.

Conduct

Students are expected to conduct themselves at all times in a manner acceptable to standards prescribed by society and the college. Each student is responsible for his/her own actions while enrolled and in attendance at any LTC Region 4 campus. Students will be dropped or suspended from college for acts detrimental to the welfare of other individuals or the college. Class work and tests scheduled during the suspension period cannot be made up by the suspended student. Reasons for suspension include, but are not limited to, the following:

1. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event.
2. Unauthorized entry into or unauthorized occupation of any college facility.
3. Physical abuse or threat thereof against any person on campus or at any college-authorized event, or other conduct which threatens or endangers the health and safety of any such person.
4. Theft or damage to personal property or to the property of the college.
5. Intentional interference with the right of access to college facilities or with any lawful right of any person on the campus.
6. Setting a fire on campus without proper authority.
7. Unauthorized use or possession of fire arms, ammunition, or other dangerous weapons, substances, or materials on the campus.
8. Academic dishonesty, such as cheating or plagiarism.
9. Knowingly furnishing false information to the college.
10. Forgery, alteration, or misuse of college documents, records, or identification.
11. Use, possession, or distribution of narcotic or dangerous drugs such as marijuana, hallucinogens, and other drugs which are not prescribed or expressly permitted by law.
12. Failure to comply with the directives of campus officials and law enforcement officers acting in performance of their duties, or to identify oneself to these officers when requested to do so.
13. Conduct which adversely affects the student’s suitability as a member of the academic community (such as drunkenness, use of profanity, or disorderly conduct).
14. Aiding or inciting others to commit any act set forth above.
15. Smoking in any college facility.
16. Gambling in any form on college property.
17. Use of possession of any alcoholic beverage on campus except at functions as approved by the campus administrator.
18. Misuse or Abuse of computer equipment, programs, or data: Includes, but not limited to unauthorized use of resources; accessing, transporting, or copying resources belonging to the college or another user without permission; attempting to breach security or deprive use to others; knowingly or carelessly performing an act that will interfere with normal operations; using resources for personal or financial gain; allowing non-college personnel access to resources; displaying obscene, lewd, or sexually harassing images or text in use of college computing services; attempting to destroy or modify resources belonging to the college or other personnel.

Reference: LTC Policy No. SA1930.229 Judicial Code, Disciplinary Procedures, and Student Due Process. Academic Dishonesty is fully described in this policy.

Dress/Grooming

Individuals are being educated for employment; thus students are required to dress appropriately. Employers from

business and industry consider a good appearance and good personal hygiene prerequisites for employment. Personal hygiene should be a daily practice. Dress codes for shop areas are to be consistent with safety standards. Specific instructions concerning attire will be provided to each student by the program instructor.

Live-Work Projects for Training Purposes

As part of training, students may be involved in actual “live-work” projects in which competency skills are taught. The college maintains the policy below for work done on this campus:

All live work must fall within the parameters of the curriculum and objectives for the course in which the student is enrolled, regardless of whether these services are performed on or off campus. At no time will this type of work experience interfere with the normal progression of instruction as outlined in the course curriculum.

The instructor has the responsibility of ensuring that State Board policies are adhered to in each live work situation. The instructor shall ensure that the **Live Work Agreement form** is signed by all customers, including employees and students of this institution, before accepting property for live work. If the Live Work Agreement form is not signed as directed by this policy, the instructor accepting live work property will be personally responsible for errors and omissions regarding this property.

There is no charge for labor since students perform all work as a learning experience. The cost of all materials and supplies for work to be performed are the responsibility of the person receiving the service or the owner.

Live work projects that are performed off campus are limited to work for non-profit groups or agencies. Live work projects cannot be performed on property involved in insurance claims.

The instructor will complete a work order if applicable for every live work project. The Instructor and Campus Administrator must approve all live work assignments.

The Louisiana Technical College (LTC) utilizes live work experiences to enhance skills and training for the course and assumes no liability for live work projects.

Live work is accepted from students and staff only to meet specific needs of components of the curriculum. For the following programs, the instructor may vary from this practice and accept work from the outside public if practice work is not available from students and staff: Barber Styling, Care and Development of Young Children, Cosmetology, Culinary Arts and Occupations, Graphic Communications.

Tools and Equipment

All students using any tools or equipment are responsible for the proper use and care of those tools and equipment. Students are also responsible for maintaining clean work areas by removing debris resulting from their work on any given day.

SUPPORT SERVICES

Counseling

Personal and career counseling is offered to all applicants through the Student Affairs Office of each campus. Qualified counselors are available to meet with applicants concerning test results, program offerings of the college, physical and academic requirements for success in a program, financial aid and job opportunities. The counselor can assist the student with needed information for making an informed career choice. Counselors can also provide information for a wide variety of resources to assist students in obtaining social services.

Students with Disabilities

LTC Region 4 actively recruits prospective qualified students, including those with disabilities. Title I and Title II of the Americans with Disabilities Act are strictly adhered to and the campus will make available auxiliary aids and services as well as reasonable alterations in facilities, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training. Interpreters are available for deaf and hearing impaired students.

A student needing special accommodations for successful participation in a program must submit official documentation of his/her disability to the campus counselor prior to entry into college. After paying tuition, the student must bring the tuition receipt and a copy of his/her class schedule to the counselor in order for her to notify the student's instructors of what accommodations must be made. The student must follow this procedure every semester in order for the instructors to know that accommodations must be provided.

Career Information Services

The college has information available to assist applicants and students with other college/university program offerings, employment information, and career assessment.

A computer program is available for applicants and students to research careers and to assess interests and aptitudes. This information is housed in the Greater Acadian Region 4 Career Center in the Student Affairs Office. The Internet is also available to assist with career and employment information.

Library

Students have access to complete library information via the Internet. Computers are available for this use in all LTC Region 4 campuses. Through a Memorandum of Understanding with South Louisiana Community College, LTC Region 4 students who are enrolled or cross-enrolled in courses at South Louisiana Community College have full access to library facilities at this institution.

Internet Use

Access to the Internet is given as a privilege to students/faculty/staff at LTC Region 4 campuses *for educational purposes only*. The user must maintain the following online behavior rules:

Users are responsible for good behavior on the Internet just as they are in the college building. General college rules for behavior and communications apply. Students will acquire permission from their teacher/supervisor before accessing the Internet.

General Guidelines for Acceptable Use of Computing Resources: These guidelines set forth standards for responsible and acceptable use of computing resources. They supplement existing LTC policies, agreements, and state and federal laws and regulations. Computing resources include computer systems, servers, workstations, printers, scanners, communications networks and devices, software, files.

Computing resources are provided to support the academic, instructional, and administrative objectives of

the college. These resources are extended for the sole use of the faculty, staff, students, and other authorized users to accomplish tasks related to the user's status at the college and consistent with LTC's mission.

Users are responsible for using computing resources for the intended purposes only. Each user is responsible for all transactions made under the authorization of his or her ID, and for all network activity originating from his or her login session.

Violation of these guidelines constitutes unacceptable use of computing resources, and may violate other LTC policies and/or state and federal law. Suspected or known violations should be reported to the appropriate LTC Greater Acadiana Region 4 Campus administration/computing unit. Violations may result in revocation of computing resource privileges, faculty, staff or student disciplinary action, or legal action.

The following provisions describe ***conduct prohibited*** under these guidelines and ***are not permitted***:

- Altering system software or hardware configurations without authorization, or disrupting or interference with the delivery or administration of computer resources.
- Attempting to access or accessing another's account, private files, or e-mail without the owner's permission; or misrepresenting oneself as another individual in electronic communication.
- Installing, copying, distributing or using software in violation of: copyright and/or software agreements; applicable state and federal laws;
- Using computing resources for commercial or profit-making purposes without written authorization from the campus dean.
- Failing to adhere to individual departmental or unit lab and system policies, procedures, and protocols.
- Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, adult pornography, threats, harassment, copyright infringement, defamation, theft, and unauthorized access.
- Unauthorized downloading of software, music, and other multimedia files and/or installing the same on the college's computers.
- Playing online games or downloading the same.
- Unauthorized online chatting, which wastes the network's bandwidth.
- Damaging computer systems or communications networks or intentionally wasting resources.
- Violating copyright laws. (The legal rights of software producers and network providers, and copyright and license agreements, must be honored)
- Disrespect of others' privacy and intellectual property.
- Transmission of any material in violation of any state, federal, or international regulation. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.

Classroom teachers/supervisors may add to the above rules.

Consequences for inappropriate use: Any individual not following the *Internet Use Policy* and general rules for safety will be subject to disciplinary consequences of the college. ***This will include suspension from college for a minimum of three days and loss of Internet privileges on campus.***

Job Placement

Job placement assistance is available to graduates and those students who possess marketable skills in locating employment in the occupational field for which they have been trained. LTC Region 4 does not guarantee placement to any student. When employment information is secured, it will be shared with the instructional staff with a request to notify students. A bulletin board which displays Job Opportunities is available for student use on each campus. Employers are able to electronically post job openings on the LTC Region 4 website. Please check this site often for new postings. For additional information on placement, please contact the campus Office of Student Affairs.

Follow-up of Students

The governing board and accrediting agency mandate that technical colleges perform routine follow-up on all students. This data is used to indicate the success of the program and the employment success of the students. For this reason, former students are asked to complete a questionnaire periodically about their training and employment. Employers are also requested to evaluate the former student/employee's skills.

Formers students and employers may self-report placement and follow-up data by accessing the form on the LTC Region 4 website. Hard copies of forms are also available in the campus office of student affairs.

STUDENT ACTIVITIES

The following student organizations are recognized at LTC Region 4. Contact the Student Affairs Office on your campus to determine what organizations are active on your campus.

Student Government Association

Student Government Association represents all students of Louisiana Technical College. This organization seeks students' opinions and encourages constructive input from the student body in matters pertaining to student welfare, activities and participation in planning and administration.

Election of officers and program representatives is held every March. The student government has faculty advisors to assist in the council activities. The association raises funds and volunteers time to many community activities.

Phi Beta Lambda (PBL)

Phi Beta Lambda is a national association. Its mission is to bring business and education together in a positive working relationship through innovative leadership developmental programs. Proven results of PBL membership are leadership, self-confidence, competitive abilities, enhanced resume', fund-raising experience, good citizenship and business proficiencies.

PBL includes state and national competitions in which students demonstrate their business and leadership skills.

Skills USA

SkillsUSA is a national organization for trade, industrial, technical and health occupations students. It prepares America's high performance workers and provides quality educational experiences for students in leadership, teamwork, citizenship, and character development. Work attitudes, communication skills, and self-confidence are also reinforced by SkillsUSA. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

SkillsUSA programs include local, state, and national competitions in which students demonstrate occupational and leadership skills. During the annual national-level SkillsUSA Championships, more than 4,500 students compete in 64 occupational and leadership skills areas. SkillsUSA programs also help to establish industry standards for job-skill training in the classroom.

National Technical Honor Society

The National Technical Honor Society is an honor organization for outstanding students enrolled in occupational or technical programs. Qualifications for membership require the student to be a third-semester student with a 3.0 GPA.

Members receive a National Honor Society seal placed on their diploma or degree. The national office will also submit a letter of recommendation to potential employers for members.

Information Technology Club

The Information Technology Club keeps abreast of the newest technological advancements. Computer Specialist and Network Specialist majors and other interested students are invited to join.

HEALTH AND SAFETY PROCEDURES

Safety

Safety of students, personnel, and visitors of LTC Region 4 is of great importance. The college assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees must contribute to the safe atmosphere by assuming their own responsibility for safety.

While it is the college's objective to train for skill and speed, it is the college's policy that safety shall not be sacrificed for speed or shortcuts.

Every attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safe practices shall be integrated into the curriculum of all programs. It is the intent of Louisiana Technical College, Lafayette Campus to comply with safety laws and applicable standards mandated by the State of Louisiana, applicable OSHA and ORM standards, and standards set by the manufacturers of equipment used at the college.

Each student should be alert to prevent injury to herself/himself and to others. Students should avoid damaging equipment, tools, and buildings. All safety practices should be followed at all times in the operation of equipment. Instructors will provide specific rules for each program area. Students should not attempt to operate machines or equipment for which they have not received instruction by the instructor. Students may work in the shop areas only when the instructor is on duty in the shop. Students are to remain in their own department at all times, unless scheduled for a class/activity in another shop area. Visiting from shop to shop is not permitted.

Accident or Unexpected Illness

For liability reasons, instructors and other members of the faculty and staff must be very careful in providing assistance to students during accidents and illness. Therefore, the following procedures have been established for accidents and illness of students:

Minor accidents or illness:

In cases of minor illness and accidents, the instructor should allow the student to handle the situation of caring for himself/herself. This may include the following:

- (a) Allowing the student to take medication he/she has in his/her possession
- (b) Allowing the student to dress his/her wound
- (c) Allowing the student to go home
- (d) Letting the student call a family member to pick him/her up

Serious illness or injury:

In cases of a serious illness or injury:

- (a) The administrative office is contacted to call an ambulance
- (b) The next of kin is notified by the instructor or other member of the faculty.

Note: The instructor must complete an accident report whenever a student is injured on the college campus. This report must be done in duplicate with the original submitted to the administrative office and a copy kept by the instructor to be placed in the student's file.

The college safety coordinator and administration shall be notified in all situations of accidents or safety violations.

Fire Drill Regulations

Fire drills will be conducted every semester as a safety measure in carrying on activities at the college. The following steps are to be observed and executed during fire drills and in the event of a fire:

1. Sounding the alarm for drills:
 - The alarm of a fire drill at present is a continuous buzzing sound and blinking red lights in the hallways. In the event this alarm malfunctions, the college intercom system will be used to announce the alert.
 - The all-clear signal will be the regular buzzer.
2. Upon hearing the fire alarm, all students and personnel are to:
 - Exit each department and office in an orderly manner using the nearest exit as outlined by the evacuation map posted in each area.
 - Line up fifty feet from the building making sure not to block fire lanes and wait for instructions.
 - Carry out further instructions as spelled out in the fire plan.
3. In the event of a fire:
 - Anyone who sees the fire first should sound the alarm by pulling the fire alarm switch.
 - Upon hearing the alarm, all students and personnel are to follow the instructions as pointed out in procedures for evacuation.
4. In a class having disabled students, the instructor and another student must:
 - Assist the student in exiting the building.
 - See to the safety of the disabled student.
5. If clothing should catch on fire:
 - Avoid panic.
 - Smother flames by wrapping the victim in a blanket or coat, or by rolling the victim on the floor or ground.

Natural Disasters

Natural disasters might include events such as tornadoes, hurricanes, flooding, etc. It is assumed that sufficient notification will be given to execute the procedures defined in this section. If insufficient time does not allow orderly execution of procedures, emergency action must be taken by those aggressive personnel willing to take the role of responsible leadership with wisdom and common sense. It is, therefore, imperative that all students become very familiar with the general guidelines set forth herein so that they may be able to think clearly and act decisively and safely in the event of some unexpected natural disaster.

Any person or persons having knowledge of a tornado or violent storm or the potential for such in the vicinity of the college should notify the campus dean or in his/her absence, an assistant dean.

Upon receiving such notification, the campus dean or his/her designee (usually the Safety and Health Coordinator) will initiate emergency procedures.

- Upon hearing the announcement of an impending disaster, instructors will lead students to hallways with no windows.
- Everyone is to sit on the floor with knees up, heads on knees and hands on heads or kneel with hands on heads.
- Remain in designated area until "all clear" is sounded.

Civil Disorder

Gates and doors will be closed and all perimeter fences monitored. Entry into the facility will be strictly controlled. Strict security of the facility will remain in effect until the emergency is over.

Bomb Threat

A bomb threat can be received by anyone. Every threat should be taken seriously. If a bomb threat is received by mail or message, record in writing the exact time and the type of threat and follow the procedures below:

When a telephone call is received:

1. Prolong the conversation as long as possible in order to get as much information as possible.
2. Be alert for distinguishing background noises such as music, voices, aircraft, church bells, traffic, etc.
3. Note distinguishing voice characteristics.

4. Ask where and at what time the bomb will explode.
5. Ask what kind of bomb it is.
6. Ask why he or she set the bomb.
7. Note whether the caller indicated knowledge of the college by descriptions of locations.
8. Notify college administrators immediately.

Be suspicious of a package if:

1. The package fits the description or location given by the caller.
2. Written on the package is “Bomb,” “Danger,” “Do not open.” etc.
3. The package does not fit in the surrounding.
4. No one knows where the package came from.
5. The package is not of the correct size and weight and may be emitting a sound. (Ticking, humming, etc.)

If a suspected bomb is found:

1. Do not smoke.
2. Do not accept the package marking as legitimate.
3. Do not touch it.
4. Do not use a radio near the package.
5. Keep all loud noises away.
6. Leave it for qualified bomb disposal personnel.

If an evacuation is necessary it will be handled by college administrators.

1. Students will follow prescribed evacuation exit procedures for fire.
2. Students will not return to the buildings until the emergency is declared over by the Sheriff’s Department or Police Department, and are advised to return by the administrative staff.

Evacuation Plan

An evacuation may become necessary in the event of any occurrence which may threaten the safety of lives. Such occurrences may include, but are not limited to fires, gas leaks, storms, and drills. Never assume, when the alarm sounds, that the evacuation is “just another drill.”

1. Instructors are designated to insure that all persons are successfully evacuated and shall assume the additional responsibility for seeing to it that any disabled individuals are escorted to safety.
2. Remain calm. Presence of mind is the key factor to a successful evacuation.
3. If a closed door is extremely hot to touch, seek another exit.
4. Immediately exit the classroom and building according to the posted evacuation route for your area.
5. If a smoke-filled room or hallway is encountered, get down on the floor and crawl toward the exit to avoid noxious or toxic gases as much as possible.
6. Upon exiting the building, get as far away as designated, a minimum of fifty feet. Stay with your group.
7. During this time, remain quiet and calm. **DO NOT SMOKE**, in case there is a gas leak.
8. Do not re-enter the building until authorized by an official of the college.

Inclement Weather

Weather so severe as to endanger student safety or college property may cause the campus dean to close the college until conditions improve. The campus dean will call all radio and television stations by 6:30 a.m. to announce whether classes will be held.

STUDENT GRIEVANCE PROCEDURE

Every student has the right to voice concerns about policies, conditions, or personnel at the institution which creates an adverse effect on the education being pursued.

General Provision

The purpose of the grievance is to provide an orderly and efficient method by which students may communicate and resolve their complaints about conditions and policies within the technical college system under the jurisdiction of the Board of Supervisors for Community and Technical Colleges.

Definition of Grievance

A grievance is a student complaint about the conditions or policies within a technical college or a complaint about the actions of employees, students, or instructors within the college that affect the college environment for the aggrieved student. A disciplinary action taken by the college administration against the student is not considered a grievance. ALL grievances should be presented within 30 days from the date the grievant became aware of the cause of such grievance.

A student grievance may consist of a variety of issues. This procedure addresses grievances concerning discrimination and/or harassment or grievances concerning other issues related to the college. The following procedures address both types of grievance issues as indicated in each section:

STUDENT GRIEVANCE PROCEDURE For COMPLAINTS ALLEGING DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, SEX, DISABILITY OR AGE

Discrimination is prohibited by statutes and regulations enforced by the Office of Civil Rights and state regulations. Therefore, it is the policy of LCTCS that unlawful discrimination against students is prohibited.

“Discrimination” is the illegal treatment of a person or a group of persons based on a prohibited factor, such as race, color, national origin, sex, disability or age.

“Harassment” is unwelcome conduct that is based on race, color, national origin, disability, sex, and age, or any other basis protected by federal, state, or local law, ordinance or regulation. Harassment is physical, verbal and visual conduct that creates an intimidating, offensive or hostile environment which interferes with an individual’s education.

“Sexual harassment,” as prohibited under federal and state law, is defined as unwelcome conduct of a sexual nature, and may include unwelcome sexual advances, sexual assaults, or requests for sexual favors. This and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic standing/student status;
- B. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or
- C. such conduct is sufficiently serious that it has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive academic environment.

LCTCS and the LTC Region 4 campuses apply these definitions in and out of the classroom.

The procedures described below are to be used to address complaints alleging discrimination and/or harassment carried out by employees, other student or third parties.

No student is required to report or make a complaint of discrimination to the person who is allegedly engaging in the problematic conduct. Complaints should be presented as promptly as possible after the alleged incident occurs through the following avenues for this institution.

The college has designated a Discrimination Coordinator (listed below) to assist applicants and students with problems regarding possible discrimination based on race, color, national origin, sex, disability or age.

Name:	Connie Chopin
Title:	Discrimination Coordinator and Counselor
Location:	Student Services Department - Room 403E Lafayette Campus 1101 Bertrand Drive Lafayette, LA 70506
Contact Number:	337-262-5962

All grievances should be presented within **thirty (30) days** from the date the grievant became aware of the cause of such grievance. LCTCS and the LTC Region 4 campuses shall not coerce, intimidate, threaten, retaliate against, or interfere with any person who attempts to assert a right protected by the laws above or cooperates with investigation and enforcement proceedings under these laws - *Title VI (Race, Color, National Origin), Section 504 (Disability) and Title IX (Sex)*.

Informal Procedures (Complaints)

The grievant should try, if possible, to resolve the problem first by discussing the problem with the individual who is the cause of the complaint. If it is inappropriate to present the complaint directly to that individual, then the grievant should discuss the complaint with the appropriate individual as follows:

If the complaint is against a student, discuss the problem with the student's instructor or department head in which the student is enrolled. If the complaint is about an instructor or other college employee, discuss the problem with that individual's immediate supervisor.

1. Any student who believes he/she has been a victim of discrimination, including but not limited to sexual harassment, or other, harassment by another student enrolled in the same program area should discuss this with his/her instructor or the department head of that department. If the student is uncomfortable discussing this with these individuals, he/she should discuss the matter with the Discrimination Coordinator.
2. Any student who believes he/she has been the victim of discrimination, including but not limited to sexual harassment, or other, harassment by another student in a different department or by an instructor or an employee of the college or a third party should discuss the matter with the Discrimination Coordinator.
3. The student should present the complaint as promptly as possible after the alleged incident occurs. Every effort will be made to keep the discussion confidential.
4. Steps will be taken in an attempt to alleviate the problem so no further action will be required.
5. A brief synopsis of the complaint will be noted, in case the matter is not resolved at this level, and filed with the Discrimination Coordinator. The synopsis should include the name of the complainant(s), the name(s) of the alleged offenders, the date, time, and discrimination and/or harassment reported.

Formal Procedures (Filing a Formal Complaint)

If a satisfactory solution to a complaint of discrimination and/or harassment is not reached using informal procedures, or should the student wish, a formal complaint can be filed for resolving the matter through the Student Grievance Procedure as follows:

1. The grievant submits, in writing, to the campus dean/ or designee of the college, a detailed narrative of the problem. Included in these details should be the following:
 - (a.) Name of the grievant submitting the grievance and date submitted.
 - (b.) Date(s), time(s), and location(s) when problem occurred.
 - (c.) Name(s) of individual(s) involved.
 - (d.) Witness(es) who observed activity, if applicable.
 - (e.) Problems caused by this activity.
 - (f.) Any steps taken prior to this formal grievance to stop problem, and
 - (g.) Solution to the problem the student is seeking.
2. Upon receiving the grievance, the campus dean/or designee will appoint a committee comprised of two students and four faculty members to investigate the allegations at a formal hearing.
3. Within three (3) college days of receiving the grievance, a certified letter will be sent to both parties and to any witnesses being called by the committee. This letter will include the date and time of the hearing, a copy of the written grievance and notification to each party of the right to call witnesses and have legal counsel present at the hearing.
4. Within seven (7) days of receiving the grievance, the committee will conduct an inquiry, call witnesses and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations.
5. After the hearing has been completed, the findings and recommendations of the committee will be submitted, in writing, to the campus dean the day after the hearing.
6. The campus dean will submit his/her decision, in writing, by certified mail to both parties within ten (10) school days of receiving the report from the committee.
7. If the complainant or respondent wishes to appeal the findings of the committee and/or the ruling of the Campus Dean, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the findings and ruling. This appeal must be made to the Regional Student Affairs Officer (located at the Lafayette Campus). Within five (5) days of receiving the appeal, the Regional Student Affairs Officer notifies, in writing, all parties to the grievance, the committee members, and the Campus Dean of his/her ruling on the appeal. A copy of the first-level appeal and the Regional Student Affairs Officer ruling is to be filed in the appellant's file and in the Grievance Files maintained by the Regional Student Affairs Officer.
8. If the complainant or respondent wishes to appeal the findings of the Regional Student Affairs Officer, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the findings and ruling. This appeal must be made to the Regional Director. Within five (5) days of receiving the appeal, the Regional Director notifies, in writing, all parties to the grievance, of his/her ruling on the appeal. A copy of the Regional Director's ruling is to be filed in the appellant's file and in the Grievance Files maintained by the Regional Student Affairs Officer.
9. If the complainant or respondent wishes to appeal the ruling of the Regional Director, the complainant or respondent must file his/her final appeal to the LTC Vice President of Career and Technical Education, in writing, within five (5) days of being notified of the Regional Director's ruling.
10. A final appeal may be filed for the following reasons **only**: new evidence has been brought to light – not available by duly diligent effort at the time of the hearing or established procedures have not been followed.
11. Within ten (10) days of receiving the appeal, the Vice President for Career and Technical Education notifies, in writing, all parties to the grievance, the committee members, the Campus Dean, and the Regional Director of his/her ruling on the appeal. Copies of the second-level appeal and the Vice President for Career and Technical Education's ruling are filed in the appellant's files and in the Grievance Files

maintained by the Regional Student Affairs Officer.

12. If this investigation is not satisfactory to either party, further appeal can be made to the Council of the Commission for Occupational Education, the college's accrediting agency.
13. If appropriate, the college will take steps to prevent recurrence of any discrimination and/or harassment and to correct its discriminatory effects based on the complainant and any and all related issues.

(All documentation of allegations, findings, and action taken are to be kept in a confidential file.)

CONTACTS : LTC Region 4 Campus Administration:

Dupuis, Phyllis Regional Director Campus Dean, Lafayette	All Campuses	1101 Bertrand Drive Lafayette, LA 337-262-5962
Huggins, Desiree D. Assistant Dean	Lafayette	1101 Bertrand Drive Lafayette, LA 337-262-5962
Filer, Millie Assistant Dean	Evangeline	600 S Martin Luther King Drive St. Martinville, LA 337-394-6166
Miers, Patricia Assistant Dean	Acadian	1933 W Hutchinson Crowley, LA 337-788-7521
Allen Espree Associate Dean	T. H. Harris and C. B. Coreil	332 E South Street Opelousas, LA 337-948-0239
Schexsnayder, Harold Assistant Dean	T. H. Harris	332 E South Street Opelousas, LA 337-948-0239
Harb, Said Assistant Dean	T.H. Harris	332 E South Street Opelousas, LA 337-948-0239
Susan Ardoin Assistant Dean	C. B. Coreil	1124 Vocational Drive Ville Platte, LA 337-363-2197
Annette Faulk Associate Dean	Teche Area	609 Ember Drive New Iberia, LA 337-373-0011
Camille Jarrell Assistant Dean	Teche Area	609 Ember Drive New Iberia, LA 337-373-0011
Angela Lee Assistant Dean	Gulf Area	1115 Clover Street Abbeville, LA 337-893-4984

LTC Region 4 Student Affairs

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(225) 324-3197 (Cell)
Email: jsawtelle@lctcs.edu
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Accreditation Agency:

Commission of the Council on
Occupational Education
41 Perimeter Center NE
Suite 640
Atlanta, GA 30346
Ph: (770)396-3898

Student Grievance Procedure For Other Issues

All grievances should be presented within thirty days from the date the grievant became aware of the cause of such grievance.

Informal Procedure (Complaint)

The grievant should try, if possible, to resolve the problem first by discussing the problem with the individual who is the cause of the complaint. If it is inappropriate to present the complaint directly to that individual, then the grievant should discuss the complaint with the appropriate individual as follows:

If the complaint is against a student, discuss the problem with the student's instructor or department head in which the student is enrolled. If the complaint is about an instructor or other college employee, discuss the problem with that individual's immediate supervisor.

Formal Procedure (Complaint)

If the grievant feels an informal grievance is not appropriate, a formal grievance can be filed:

1. The grievant submits, in writing, to the campus dean/ or designee of the college, a detailed narrative of the problem. Included in these details should be the following:
 - (a.) Name of the grievant submitting the grievance and date submitted.
 - (b.) Date(s), time(s), and location(s) when problem occurred.
 - (c.) Name(s) of individual(s) involved.
 - (d.) Witness(es) who observed activity, if applicable.
 - (e.) Problems caused by this activity.
 - (f.) Steps taken prior to this formal grievance to stop problem.
 - (g.) Solution to the problem the student is seeking.
2. Upon receiving the grievance, the campus dean/or designee will appoint a committee comprised of two students and four faculty members to investigate the allegations at a formal hearing.
3. Within three (3) college days of receiving the grievance, a certified letter will be sent to both parties and to any witnesses being called by the committee. This letter will include the date and time of the hearing, a copy of the written grievance and notification to each party of the right to call witnesses and have legal counsel present at the hearing.
4. The committee will conduct an inquiry, call witnesses and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations.
5. After the investigation and/or hearing has been completed, the findings and recommendations of the committee will be submitted, in writing, to the campus dean the day after the hearing.
6. The campus dean will submit his/her decision, in writing, by certified mail to both parties within ten (10) school days of receiving the report from the committee.
7. If the complainant or respondent wishes to appeal the findings of the committee and/or the ruling of the Campus Dean, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the findings and ruling. This appeal must be made to the Regional Student Affairs Officer (located at the Lafayette Campus). Within five (5) days of receiving the appeal, the Regional Student Affairs Officer notifies, in writing, all parties to the grievance, the committee members, and the Campus Dean of his/her ruling on the appeal. A copy of the first-level appeal and the Regional Student Affairs Officer ruling is to be filed in the appellant's file and in the Grievance Files maintained by the Regional

Student Affairs Officer.

8. If the complainant or respondent wishes to appeal the findings of the Regional Student Affairs Officer, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the findings and ruling. This appeal must be made to the Regional Director. Within five (5) days of receiving the appeal, the Regional Director notifies, in writing, all parties to the grievance, of his/her ruling on the appeal. A copy of the Regional Director's ruling is to be filed in the appellant's file and in the Grievance Files maintained by the Regional Student Affairs Officer.
9. If the complainant or respondent wishes to appeal the ruling of the Regional Director, the complainant or respondent must file his/her final appeal to the LTC Vice President of Career and Technical Education, in writing, within five (5) days of being notified of the Regional Director's ruling.
10. A final appeal may be filed for the following reasons **only**: new evidence has been brought to light – not available by duly diligent effort at the time of the hearing or established procedures have not been followed.
11. Within ten (10) days of receiving the appeal, the Vice President for Career and Technical Education notifies, in writing, all parties to the grievance, the committee members, the Campus Dean, and the Regional Director of his/her ruling on the appeal. Copies of the second-level appeal and the Vice President for Career and Technical Education's ruling are filed in the appellant's files and in the Grievance Files maintained by the Regional Student Affairs Officer.
12. If this investigation is not satisfactory to either party, further appeal can be made to the Council of the Commission for Occupational Education, the college's accrediting agency.

(All documentation of allegations, findings, and action taken are to be kept in a confidential file).

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LTC, Region 4 Student Affairs

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[\(225\) 324-3197 \(Cell\)](tel:(225)324-3197)
Email: jsawtelle@lctcs.edu
Web: <http://www.lctcs.edu>

Accreditation Agency:

Commission of the Council on
Occupational Education
41 Perimeter Center NE
Suite 640
Atlanta, GA 30346
Ph: (770)396-3898

HIGHER EDUCATION

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920