

State Authorization Compliance

State Authorization allows River Parishes Community College to offer education to students located outside Louisiana. In order for RPCC to offer out-of-state education activities, it must comply with the laws and regulations of the states where it seeks to participate in such activities. In addition, RPCC must obtain any necessary authorizations to operate in the out-of-state jurisdiction prior to conducting the education activity.

RPCC participates in the [National Council for State Authorization and Reciprocity Agreements \(NC-SARA\)](#). NC-SARA establishes a state-level reciprocity process and uniform standards for many out-of-state education activities for all participating states and institutions. As a result, member institutions may engage in most out-of-state education activities without seeking authorization in member states.

For questions about state authorization, please contact the Office of Academic Affairs at (225) 743-8762 or visit www.rpcc.edu/

Related Policies

COMPLAINTS

If a student has a complaint towards a faculty or staff member, the student can complete the General Grievance Form. This form can be obtained online at <https://www.rpcc.edu/student-services/student-forms> and emailed to the Chief Student Affairs Officer at jsurla@rpcc.edu. Students can also obtain a copy of this form from the Student Services office located on the Gonzales, Reserve, or Westside Campus where it can be printed and delivered to the Chief Student Affairs Officer. When possible, the supervisor of the faculty or staff member will recommend a course of action in order to resolve the complaint of the student. This procedure applies to all students including but not limited to students enrolled in seated and online courses.

GRADE APPEALS

All grade appeals must be initiated within seven (7) calendar days of grades being posted (i.e., within seven calendar days from the “last day to report final grades” on the Academic Calendar). Failure to appeal within the seven (7) calendar days will result in the waiver of the student’s right to appeal the grade.

Only final grades in a course may be appealed. Final grades may only be appealed if at least one of the following conditions exist:

- The instructor departed substantially from his/her previously articulated written standards, without notifying students, in determining the grade.
- The instructor imposed criteria different from those used to evaluate the academic work of other students in the class as outlined in the course syllabus.

- The instructor made a calculation error and the student has tangible evidence to support the claim that an error was made.

The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned. The student is responsible for providing with their appeal relevant supporting evidence in his or her possession. For example, if on the appeal form, the student references an email exchange between himself/herself and the instructor, then the student should provide with their appeal a copy of the email.

The procedures for appealing a final grade are as follows:

1. The grade appeal begins with the student submitting, in writing, an appeal to the instructor of the class. If the instructor agrees that a course grade change is warranted, the instructor will complete a “Grade Change Form,” obtain the written signature of his/her Division Coordinator, and forward the form to the Registrar. If the instructor does not agree to the grade change, his/her written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence.
2. If the instructor denies the appeal or does not respond to the appeal within five (5) calendar days, the student may appeal to the Division Coordinator. Appeals to the Division Coordinator must be made using the “Grade Appeal to the Division Coordinator Form” (found on the RPCC website at <https://www.rpcc.edu/student-services/student-forms> and must be submitted within fifteen (15) calendar days of the grade being posted (i.e., within fifteen calendar days from the “last day to report final grades” on the Academic Calendar). The Division Coordinator will review the appeal form and any supporting documentation provided, and may contact the instructor if additional information is needed to make a decision on the appeal. Division Coordinators must respond, in writing, to student grade appeals within ten (10) calendar days of receipt. If the Division Coordinator grants the appeal, the Division Coordinator must complete a “Grade Change Form” and forward the form to the Registrar, with a copy to the instructor. If the Division Coordinator denies the appeal, his/her written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence. If the instructor and/or the Division Coordinator deny the appeal, the student may appeal to the Vice Chancellor of Academic Affairs. Appeals to the Vice Chancellor of Academic Affairs must be made using the “Grade Appeal to the Vice Chancellor of Academic Affairs Form” (found on the RPCC website at <https://www.rpcc.edu/student-services/student-forms>) and must be submitted within five (5) calendar days of notification from the Division Coordinator that a grade appeal has been denied. The Vice Chancellor of Academic Affairs will review the appeal form, any supporting documentation provided, the instructor and/or Division Coordinator’s response(s) to the appeal, and make a final decision on the appeal. The Vice Chancellor of Academic Affairs must respond, in writing, to student grade appeals within ten (10) calendar days of receipt, notifying the student, instructor, and Division Coordinator on the correspondence. If the Vice Chancellor grants the appeal, he/she must complete a “Grade Change Form” and forward the form to the Registrar, with a copy to the Division Coordinator and the instructor. If the Vice Chancellor of Academic Affairs denies the appeal, his/her written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence. The Vice Chancellor’s decision will be final and binding. This procedure applies to all students including but not limited to students enrolled in seated and online courses.

STUDENT CODE OF CONDUCT

Students at RPCC have the following general responsibilities and obligations to the campus:

1. To conduct themselves in a manner consistent with generally accepted standards of conduct as embodied in federal, state, and local laws.
2. To conduct themselves in a manner that contributes to the creation and maintenance of an environment conducive to the broad, educational mission of RPCC.
3. To know and comply with regulations, rules, policies, and requirements established by RPCC.
4. To respect the rights and freedoms of others, and to conduct themselves in such a way as not to violate the rights and freedoms of other members of the RPCC community and its guests.
5. To respect the opportunity of membership in campus organizations and to observe all RPCC rules and regulations governing membership in the operation of such organizations.
6. To use RPCC property and facilities in accordance with RPCC regulations and policies, and to make every effort to use these facilities in such a way as to not damage or impair their usefulness to other current and future students. Students are expected to demonstrate respect for the rights and property of other individuals on campus and in the classroom.

Violation of the Student Code of Conduct

A sincere attempt shall be made to resolve all student complaints. RPCC encourages all members of the college community to resolve disputes through discussion among those individuals concerned with the issue whenever possible and appropriate. In the case where this process fails, any faculty member, staff member, or student may file a complaint against another student. A Violation of Student Code of Conduct Report Form can be obtained online at <https://www.rpcc.edu/student-services/student-forms> and must be submitted to Student Services in person or by email to jsurla@rpcc.edu

A student charged with a violation of the Code of Conduct will retain all college rights until due process is completed, unless there is evidence that the student:

- has been convicted of a felony;
- has been formally charged with the commission of a felony of such nature that the student's presence on campus is potentially dangerous to the health and safety of the college;
- has engaged in any activity of such nature that their presence on campus is potentially dangerous to the health and safety of the college, whether or not civil charges have been made, or penalties imposed.

*In the above situations, the student may be temporarily barred from the campus and/or from the College's online learning management system/online courses until due process is completed. The Chief Student Affairs Officer, or their designee, will review the complaint, investigate, and gather evidence. If a violation is determined, any of the following sanctions may be applied:

- Reprimand - Official warning in writing that continuation or repetition of violation or inappropriate behavior may result in a more severe sanction.
- Loss of Privilege - This sanction prohibits the student from using certain college facilities (i.e. Library and/or Labs).
- Restitution - Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct.
- Probation - Formal written warning that the student's conduct is in violation of RPCC policies and the student's standing as a student is in jeopardy.
- Suspension - Termination of student status at RPCC for not less than the remainder of the semester.
- Dismissal - Termination of student status at RPCC permanently or for an indefinite period of time.

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

If the student disagrees with the final decision, and/or sanctions imposed by the Chief Student Affairs Officer, the student has the right to appeal to the Chancellor. The appeal must be submitted to the Chancellor's Office within 3 business days of being informed of the decision. This procedure applies to all students including but not limited to students enrolled in seated and online courses.