

# Appeals to LCTCS Office

If a student would like to appeal the decision at the college level, the student may appeal to the LCTCS Systems Office.

## Procedures for an Appeal to the LCTCS Office

A student, or the parent/legal guardian of a minor student, may appeal to the LCTCS Office on the grounds that the college's published procedures do not provide due process or that such procedures were carried out in an unfair or impartial manner. The appeal must be made, in writing, within 30 business days of the college's final disposition on the matter.

Formal requests for appeals should be emailed to the Louisiana Community and Technical College System Office at [students@lctcs.edu](mailto:students@lctcs.edu) or mailed to 265 S. Foster Road, Baton Rouge, LA. 70806, ATTN: Student Governance, and should contain the following information:

1.  
Name of individual submitting the appeal as it appears in the college's records;
  2.  
Student ID number of the individual submitting the appeal;
  3.  
Mailing address of the individual submitting the appeal;
  4.  
Phone number of the individual submitting the appeal;
  5.  
Email address of the individual submitting the appeal;
  6.  
Dates of attendance at the college;
  7.  
The individual's affiliation with the college (current student, former student, parent or legal guardian of current or former student, if complainant is an un-emancipated minor)
  8.  
A description of the nature of and reason for the appeal; and
  9.  
Any supporting documentation
- Once a formal request for appeal is received, System Office staff will:
1.  
Review the submitted materials and contact the individual who submitted the appeal for any additional information or clarifications needed.

2.

Send a copy of the request for appeal to the college and request that a formal response and any relevant supporting documentation from the college be submitted to System Office staff within 10 business days.

Once all documents are received, System Office staff will:

1.

Review the documents submitted to ensure that the college's published procedures provide due process and were carried out in a fair and impartial manner.

2.

In the event that System Office staff cannot determine whether the college's published procedures provide due process or whether or not they were carried out in a fair and impartial manner based on the documents submitted, System Office staff may engage in any fact-finding reasonably required by the circumstances. This may include a request for

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either party to participate in a telephone conference meeting so that the facts can be clearly set forth.

Once the review process and any reasonably required fact-finding has concluded, System Office staff will notify, in writing, both the college and the individual who filed the appeal of the System Office staff's determination. This determination will represent the final disposition on the appeal. Every effort will be made to resolve all appeals within 30 business days of the formal request for appeal.