

Academic Information



This section includes various rules, guidelines, and processes that allow the student and College to operate on a common basis for a common purpose---completion of the student's educational goals. The topics in this section are listed alphabetically.

Academic Advisement

LCC provides academic advising for students through counselors, faculty and qualified instructional staff. Academic advising *assists* students in making choices about programs of study and coursework, facilitates transfer, and improves student retention. **To receive financial aid all students are required by federal law to have a specific program/major.**

Currently enrolled students will be assigned advisers by the Office of Admissions.

All students, other than students enrolling in personal interest courses, are encouraged to meet with their assigned adviser each semester to select courses that will assist them in meeting their educational objectives. Students may enroll online unless a restriction has been placed on the student due to involvement in athletics, a grade point average issue, not meeting pre-requisite requirements, or other issues. Students may also meet with an adviser to complete enrollment. Spring Enrollment begins November 1st and Summer/Fall Enrollment begins April 1st.

Students Not currently enrolled will meet with an adviser who may help the student decide on a course schedule, especially during times the faculty are unavailable. The Director of Admissions/Coordinator of Advising will assign the student an academic adviser within the student's area of concentration. In subsequent enrollments the student will be required to meet with the adviser of that concentration and is to follow adopted advisement procedures.

*Students enrolling in 'personal interest courses' **only** will not be required to meet with an adviser.* The Office of Student Affairs will accept enrollment forms.

Academic Forgiveness

Labette Community College (LCC) permits students to petition for academic forgiveness of coursework completed at least three (3) years prior to the petition date. Approval of the petition permits a new start without the handicap of a prior academic

record. A student eligible for consideration may apply for academic forgiveness by petitioning the Vice President of Academic Affairs using the following guidelines:

1. Labette Community College course work subject to the petition must have been taken three (3) or more calendar years prior to the date of the petition.
2. There must have been a break in enrollment at LCC of at least two (2) calendar years after the term for which the petition is filed.
3. When invoking academic forgiveness, a student may designate not more than two (2) academic terms (fall, spring, or summer) to be forgiven in his or her academic record. Only terms completed prior to returning to LCC may be designated.
4. At the time of petitioning for academic forgiveness, the student must have completed 12 credit hours within the previous 12 months with an earned GPA of at least 2.0 at LCC.
5. A petition for academic forgiveness will not be considered if a degree has been earned from LCC subsequent to the semester(s) in question.
6. All “forgiven” course work will continue to appear on the transcript but will not be included in the student’s LCC cumulative GPA, nor shall any course in the term be counted toward a degree granted by LCC.
7. Academic forgiveness will be granted only once.
8. This procedure refers to LCC only. A student transferring from or to another institution will have to follow the other institution’s procedure.
9. Students who have been granted academic forgiveness will not be considered for graduation with honors.
10. Granting of academic forgiveness does not affect nor alter a student’s record for financial aid awards or for athletic eligibility.

Academic Honesty (LCC Procedure 3.07)

Labette Community College expects students to adhere to a strict code of academic behavior, honesty, and ethics. Students should learn in an environment of integrity, free from the intrusion of any kind of dishonest conduct.

When an academic exercise is designed to result in a grade, any of the following activities constitute actions of academic dishonesty/misconduct and will be subject to disciplinary action (unless such actions are expressly authorized in advance by the instructor):

- A. Cheating on an examination, clinical, or the preparation of academic work. Any student who engages in any of the following shall be deemed to have engaged in cheating:
 1. Copying from another student's test paper, laboratory report, report, computer files, data, listings, and/or programs;
 2. Using, during a test, materials not authorized by the instructor;
 3. Collaborating with another person without authorization during an examination, clinical, or in preparing academic work;

4. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing in whole or in part, the contents of an un-administered examination;
 5. Substituting for another student, or permitting another student to substitute for oneself in taking an examination, clinical, or preparing academic work;
 6. Bribing another person to obtain an un-administered examination or information about an un-administered examination; or
 7. Attempting to bribe any faculty/staff/student to alter a grade.
- B. Plagiarizing or appropriating another work or idea without properly acknowledging incorporation of that work or idea into one's own work offered for credit.
- C. Any forgery, alteration, or misuse of academic documents, forms or records.
- D. Fabrication includes the intentional falsification or invention of any information.
- E. Collusion includes any secret agreement among students who participate in any academically dishonest activity.
- F. Violating requirement and/or agreements associated with “academic work” as defined in the LCC Catalog, “Academic work: includes preparation for an essay, thesis, report, assignment, computer program, clinical or other project submitted and/or performed for purposes of evaluation/grade determination.”
- G. Students enrolled in online courses agree not to give their passwords, login information, or access to an online course to anyone. Any student who does so will be considered guilty of academic dishonesty and subject to the penalties described for such offenses.

Penalties For Academic Misconduct

Being found guilty of academic misconduct will result in a zero grade for the paper, assignment, clinical, course trip/activity, or test on which the violation occurred. Sanctions may also be applied to students who enroll in courses without prior approval for which they do not meet the prerequisites – including developmental courses.

Academic Conduct Appeals Procedure

A. Initiation of Action

Should an instructor believe that a student has committed an act of academic misconduct while performing work under his or her supervision:

- The instructor shall provide a written document to the student that will detail the alleged violation and the proposed penalty for that violation. The form for this documentation may be found on Public Folders/Forms/Academic Misconduct. This form is to be completed by the instructor.

- The student must sign a copy of this document to acknowledge receipt (this does not indicate agreement with the allegation).
 - The student will then have 5 working days to meet with the instructor to further discuss the allegation of academic misconduct and the proposed penalty. Either party may choose to have a witness present at the meeting.
 - Should the student fail to meet with the instructor within 5 days the penalty will be imposed and the matter considered closed.
 - It is the responsibility of the instructor to provide copies of the document describing the violation and the proposed action to the student, the Dean of Instruction, and the Vice President of Student Affairs.
 - In any case where the student is not readily available the written document should be sent to the student via certified mail. In any case where the instructor may not be available to meet with the student within 5 working days after receipt of the document the instructor should present his/her evidence to the Dean of Instruction and the student should proceed directly to a Level One Appeal if the student disagrees with the proposed action in the written document.
- B. Instructor/Student Meeting
- If, after presenting the student with evidence of academic misconduct and allowing the student an opportunity to respond, the instructor is convinced that an act of academic misconduct did in fact occur, the instructor shall:
- Advise the student of such fact and the penalty to be imposed.
 - The issue will be considered resolved at this level if both parties sign in acceptance of the penalty imposed or if the student chooses not to appeal the decision in writing to the Dean of Instruction within 5 working days.
- C. Level One Appeal
1. If the student does not accept the resolution, the student has five (5) working days to appeal in writing to the Dean of Instruction. The student is to send a copy to the instructor.
 2. The written appeal should include:
 - An indication that a formal appeal of the issue is being initiated.
 - Request reconsideration of the assessment.
 - Explain the specific situation being appealed.
 - State the specific basis for the appeal.
 - Include any written evidence and state what additional evidence is available for presentation.
 3. The Dean of Instruction will meet separately with the instructor and the student to review the decision and try to resolve the issue. A written response will be provided within five (5) working days. At the discretion of the Dean of Instruction, all three parties may meet to discuss the case.
 4. The issue will be resolved at this level if both the instructor and student sign acceptance of an agreement as to the allegations of misconduct and any resulting penalties or if neither the student nor the instructor appeals the matter to the Vice President of Student Affairs.

D. Level Two Appeal

1. If either the student or the instructor does not accept the decision of the Dean of Instruction, they (he/she) may appeal in writing to the Vice President of Student Affairs. The written appeal should include:
 - An indication that a formal appeal of the issue is being initiated.
 - Request reconsideration of the assessment.
 - Explain the specific situation being appealed.
 - State the specific basis for the appeal.
 - Include any written evidence and state what additional evidence is available for presentation.
2. Request to appeal must be initiated within five (5) working days following the notification of the Dean of Instruction's decision.
3. If a request to appeal is filed, the Vice President of Student Affairs will convene the Appeals Committee. The Appeals Committee will consist of: three (3) faculty members, three (3) students and one (1) staff member or administrator. If any person on the committee has been or will be involved in the process at another level, such person should not serve on the committee.
4. The Vice President of Student Affairs will notify the student, the instructor, and the Dean of Instruction that the request to appeal has been filed by sending each of them copies of the request to appeal.
5. The hearing will be conducted as prescribed in the Student Handbook.
 - **Rights of Student in Hearings.** Each student who is summoned to a hearing or who is temporarily suspended shall be afforded the right to:
 - Notification in writing of the College policy alleged to have been violated, and of the charges claimed to constitute the violation.
 - Notification in writing of the date, time, and location of the hearing.
 - An adviser (friend, parent, faculty member, etc.,) or legal counsel may participate in the hearing. Students wishing to have an attorney present must notify the Vice President of Student Affairs in writing three full business days in advance. Notice must include the name and address of the attorney, and authorization for the college to release information to the attorney.
 - The presentation of witnesses and other evidence, which must be requested no later than three full business days prior to the hearing. The Vice President of Student Affairs may contact these and other witnesses in advance and may request a written or recorded summary of their testimony.
 - A transcript of the hearing, if requested prior to the start of the hearing, the cost of which is to be borne by the student.
 - The exercise of a challenge of the impartiality of the hearing officer prior to the hearing; the hearing officer is to be the sole judge as to impartiality.
 - The student has the right to be present throughout the hearing, except during deliberations. This right may be waived by the

- o student's failure to attend the hearing.
 - o The hearing will be conducted in a manner to protect the confidence of the student and witnesses.
- **Time of Hearing.** When required, a conduct hearing shall be held as soon as practical but no earlier than five class days after the required written notice to the student, unless the student agrees to a more immediate resolution.
- **Notice of Hearing.** The Vice President of Student Affairs shall give written notice to the student containing the following:
 - o A statement of the charges and a brief description of the alleged conduct upon which charges are based.
 - o The date, time, and location of the hearing.
 - o A reference to this chapter/section, which includes the rights of the student.
 - o A statement that the student must provide a list of witnesses, and a description of other expected evidence.
 - o Statement referring to the student's rights in the hearing.
 - o When service is by mail, the proper official shall enclose the notice of charges in an envelope, postage prepaid, and mail the letter by regular mail to the student at the student's permanent or local address (as appropriate) as maintained in the Office of the Registrar. NOTE: It is a violation of the Code of Student Conduct for students to not maintain a valid address. If faxed to student or student designee (such as an attorney) notation on Vice President of Student Affairs copy shall be sufficient.
 - o The Vice President of Student Affairs retains the option of notifying the student by email at the address noted on the Registrar database &/or other addresses of which the Vice President of Student Affairs has been made aware.
- A hearing may be postponed one time by the Vice President of Student Affairs for good cause upon written request being filed within three (3) working days prior to the date of the hearing. The length of the postponement, if granted, shall be a reasonable time, as determined by the Vice President of Student Affairs.
- The hearing officer will govern the procedure to be followed, rule on the admissibility of evidence, and control decorum in the hearing. He / she may freely question any witness.
- Upon the request of the student, or upon his own initiative, the hearing officer may issue a subpoena or subpoena *duces tecum* for a witness to appear and testify or produce documents at a hearing. Subpoenas shall be personally delivered or sent by certified mail. Students, staff and faculty who are subpoenaed to the hearing are expected to comply.
- During the hearing, only the Vice President of Student Affairs or the appropriate committee members, the student and the adviser, and the witness currently testifying will be allowed in the hearing room. No witnesses, after testifying, may remain in the hearing room. The hearing officer reserves the right to allow alleged victims to be present

throughout the hearing. Key witnesses may be allowed to remain for extended periods to listen and respond to significant testimony or evidence that is presented, at the discretion of the chair. *All persons present at the conduct hearing shall treat the matters discussed therein as confidential information not to be disclosed to others.* The hearing officer may dismiss any attendee for cause, such as inappropriate behavior.

- Legal rules of evidence do not apply to conduct hearings. Any relevant evidence may be admitted, if it is credible and is the sort of information reasonable people would rely upon in the conduct of their decision-making.
 - The student may not be compelled to testify against himself, and the hearing officer and appropriate committees shall presume the student innocent of the charges until he/she is convicted of his culpability by a preponderance of the evidence.
 - The hearing may occur, including judgments and sanctions, regardless of the student's attendance, based on the information and evidence available.
 - During an appeal hearing, the Vice President of Student Affairs and the student may present brief summation arguments. Deliberations will be closed to all but the committee members. The committee may recall anyone they believe pertinent to the deliberations. The final decision of the committee shall be by majority vote. If the decision is one of guilty, the student's past conduct record is to be reviewed when considering penalty assessment.
 - The Appeals Committee shall deliberate and determine whether the student is guilty of violating a published College policy. The Chair of the Appeals Committee shall state in writing the College policy, which was violated, each finding, the acts supporting same, and the penalty to be imposed.
 - The Vice President of Student Affairs shall inform the student of the decision, and if a disciplinary penalty has been imposed.
6. The Appeals Committee is empowered to recommend dismissal of the charge if the evidence does not substantiate that academic misconduct did in fact occur. The Committee may uphold, modify, or dismiss the decision of the instructor.
 7. The findings of the Appeals Committee will be reported to the Vice President of Student Affairs, the student, the instructor, and his/her Dean of Instruction. The Vice President of Student Affairs shall notify all parties involved of his or her decision within five (5) working days.
 8. If the action involves a change of a course grade, the Registrar also will be notified by the Vice President of Student Affairs. The Vice President of Student Affairs decision is considered final. Instructors should retain records of the final decision in a case of alleged academic misconduct for at least one (1) calendar year.

Academic Misconduct Penalties

Being found guilty of academic misconduct will result in a minimum of a zero grade for the paper, assignment, clinical, course trip, or test on which the violation occurred. Instructors may choose a more stringent course of action as specified in the course syllabus.

Academic Progress/Probation/Dismissal

A student's cumulative Grade Point Average (GPA) is used to evaluate his/her academic progress. Students are considered to be making satisfactory progress toward program completion if a minimum cumulative GPA of 2.0 is maintained.

A student whose GPA falls below minimum progress will be placed on probation for the next semester. If significant progress has been demonstrated, but the student has not quite attained a minimum of a 2.0 cumulative GPA, a second semester on probation may be granted. The student must petition the Vice President of Student Affairs to request an additional semester on probation.

If the 2.0 minimum has not been achieved after a second semester on probation, the student will be suspended from the College. Petition for reinstatement can be made after one semester has expired. During suspension, the student will be encouraged to enroll in developmental courses to assist him/her in required studies upon reinstatement.

Add/Drop/Withdrawal Policy

It is the *student's responsibility* to officially add or drop a course in which he/she is enrolled. (Students are not to cease class attendance without *completely* processing an Add/Drop Form. Failure to take such action *will result in an "F"* being assigned for the course.)

- Courses may be added or dropped during the first week of classes with only adviser approval.*
- Students adding courses during the second week of classes will need to obtain instructor and adviser/director approval.*
- Courses can be dropped by email to your adviser but not by phone.
- It is the responsibility of the student to confirm all add/drops/ withdrawals, regardless of the situation.

Drops completed during the two weeks of courses are considered a "drop" and students are entitled to a full refund. It is the responsibility of the student to submit the completed form to Student Affairs prior to the close of business of the respective drop date.

Drops completed during the refund period will not become a part of the transcript.

During this period the:

- Drop/Add/Withdrawal Form is completed by the student.
- Student is responsible for obtaining the signature of the adviser or appropriate director.

- Student is responsible for submitting the completed form to the Student Affairs Office prior to the close of business on the respective drop date.

A student who withdraws from a course after the final refund period must complete an Add/Drop/Withdrawal Form in accordance with the procedure stated in item seven.

- Withdrawals completed after the final refund periods are considered a withdrawal and there is no refund.
- Course(s) from which the student officially withdraws after the final refund periods will appear on the transcript as a “W”.
- Students enrolled for regular fall/spring courses will be permitted to withdraw from courses until 15 class days prior to finals. *

Discontinuing attendance in class without officially dropping/withdrawing will result in an “F” being recorded on the transcript.

Failure to complete an Incomplete Contract agreement will *automatically* result in an “F” being recorded on the transcript.

Students will not be permitted to withdraw or drop a course in which they have received an “F” due to academic misconduct.

** Refer to academic calendar for specific dates, especially for the summer sessions*

**Allied Health Related Courses
(Optional - Not Required)**

The following courses have been approved by Allied Health Programs, the Registrar’s Office and the Financial Aid Office as courses that will enhance any Allied Health major.

BIOL	101	Biology (3)
BIOL	108	Principles and Concepts of Genetics (3)
BIOL	120	Biology with Lab (5)
BIOL	122	Environmental Life Science (5)
BIOL	124	General Botany (5)
BIOL	126	General Zoology (5)
BUAD	104	Business Law I (3)
CHEM	120	Intro to Chemistry (5)
CHEM	124	College Chemistry I (5)
CHEM	126	College Chemistry II (5)
CHEM	204	Organic Chemistry I (5)
CHEM	206	Organic Chemistry II (5)
COMM	110	Critical Thinking (3)
EDUC	101	Child Abuse/Neg (1)
EDUC	147	Information Literacy (2)
HEAL	101	CPR (.5)
HEAL	121	Certified Nurses Aide (CNA) (6)
HEAL	132	Certified Med Aide (1)
HEAL	151	Advanced Cardiac Life Support (ACLS) (1)
LEAR	101	College Success Skills (1)
MATH	115	College Algebra (3)
MATH	120	Elementary Statistics (3)

MATH	125	Trigonometry (3)
MATH	130	Calculus I (5)
NURS	105	Principles of Nursing Leadership and Management (1)
NURS	112	Phlebotomy (1)
NURS	115	Alternative and Complementary Therapies (1)
NURS	116	Pharmacology (3)
NURS	118	IV Therapy for LPN's (3)
NURS	119	NCLEX® Review Course (3)
NURS	151	Therapeutic Nutrition (3)
O TEC	107	Medical Document Format (3)
O TEC	124	Medical Terminology (3)
O TEC	125	Adv. Medical Terminology (3)
O TEC	128	Medical Transcript (2)
O TEC	130	Adv. Medical Transcript (3)
O TEC	133	Medical Coding (3)
O TEC	134	Medical Coding II (3)
O TEC	142	Pharmacology and Laboratory Medicine for Medical Transcription (3)
PARA	132	Beginning Sign Language (3)
PED	105	Personal and Community Health (3)
PED	114	Basic Nutrition (3)
PED	116	Lifetime Fitness (1)
PED	118	First Aid (2)
PHIL	101	Philosophy
PHIL	102	Ethics (3)
PHIL	104	Intro to Logic
PHIL	201	Medical Ethics (1)
RELI	101	Comparative World Religions (3)
SPEC	125	Spanish for Nurses (1)

All Foreign Language, Psychology and Anthropology & Sociology courses listed as General Education Electives on page

Appeal of Final Grade

In the event a student believes that a grade for a course has been incorrectly recorded, procedures to request a grade change may be obtained through the Student Affairs Office. Students may request a grade change no later than one (1) semester after the date the final course grade was officially recorded.

- A. For grade change requests submitted within one year of the date of having been originally recorded, the following actions will occur:
 1. The student must first contact the instructor with a written statement regarding why he/she requests a grade change. The instructor will then make a written response to the student within ten working days of receipt of the request on whether he/she will make a grade change. If the instructor decides to change the grade, a Change of Grade form is submitted by the instructor to the Dean of Instruction and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.

2. If the student is not satisfied with the instructor's decision, the student must contact, in writing, the instructor's immediate supervisor (Program Director, Dean of Instruction) within ten working days after the decision was rendered by the instructor. The instructor's supervisor must then make a decision, after consultation with both the instructor and the student, on the grade change. The instructor's supervisor will make a written response to the student, copied to the instructor, within ten working days of the date he/she was originally contacted by the student. If the instructor's immediate supervisor decides to change the grade, a Change of Grade form is submitted to the Dean of Instruction and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
 3. If the student is not satisfied with the supervisor's decision and if the instructor's immediate supervisor reports to the Dean of Instruction, the student must contact, in writing, the Dean of Instruction within ten working days after the decision was rendered by the instructor's immediate supervisor. The Dean of Instruction must then make a decision to approve or disapprove the decision, after consultation with all parties involved, and will respond to the student, with the response copied to the supervisor and instructor, within ten working days of the date he/she was originally contacted by the student. If the Dean of Instruction decides to change the grade, a Change of Grade form is submitted to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
 4. If the student is not satisfied with the Dean of Instruction's decision, he/she must contact, in writing, the Vice President of Academic Affairs within ten working days after the decision was rendered by the Dean of Instruction. The Vice President of Academic Affairs will then make a decision to approve or disapprove the requested grade change after consultation with all parties involved, and will respond to the student, with copies to the other parties, within ten working days of the date he/she was originally contacted by the student. The Vice President of Academic Affairs will inform the Registrar and student of any changes which should be officially recorded. Such a decision will be considered final.
- B. If the instructor of the course is no longer available, the student may submit, in writing, to the instructor's immediate supervisor (Program Director, Dean of Instruction), a request that a grade be changed. Such request must provide reasons why a change should be made. After considering the request and the circumstances, the supervisor will make a recommendation to the Dean of Instruction or Vice President of Academic Affairs and a decision will be rendered. Such decision will be considered final.

- C. These procedures are the responsibility of the Vice President of Academic Affairs who may make minor, nonsubstantive changes or decisions to ensure the procedures are operationally effective.

Attendance Guidelines

Regular attendance is essential for college success. Each instructor determines the attendance requirements that will be included in the course syllabus. Failure to comply with the course attendance requirements as stated in the syllabus may result in a lowered grade or involuntary withdrawal from the course.

Absences due to student representation of the college in some official capacity such as athletic travel or participation in an academic* or official student organization activity* will be allowed to make up course work upon presentation of verifying evidence. It is the student's responsibility to provide such evidence to the instructor of the missed class prior to the missed class.

Students may be removed from class only by college personnel. Law enforcement officials entering the campus to detain students are to report to the Office of Student Affairs, and they will be escorted by authorized college personnel.

* It is expected that these activities are special events, such as participating in a special competition, attending a conference, presenting a paper, etc.

Audit

Students may take a course for no credit by requesting an audit at the time of enrollment (see Special Tuition and Fees in Financial Information Section). Audit status cannot be reversed. If a course is audited, a grade will not be assigned and the instructor will not be required to administer or grade tests for these students. Students enrolling in courses for credit will be given priority over audit students when seating is limited.

Classroom Disruptions: Cell Phones, Children and Guests

Use of Cell Phones in Classroom: (Procedure 3.32)

Labette Community College seeks to promote a teaching and learning environment free from classroom disruptions.

The following standards are intended to define acceptable classroom behavior with regard to cell phones that preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of Instruction prohibits the use by students of cell phones, pagers, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent mode and cannot be visible during class. At the discretion of the instructor, exception to this policy is possible in special circumstances. Cell phones may not be dialed or answered in a classroom (including text messages, games, and other uses).

In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions as indicated in Academic Honesty Procedure.

Guests and Children in the Classroom: (Procedure 3.33)

Children are not allowed to accompany LCC students to classes. In the event of an emergency, requests for an exception to this rule must be made by the student to the Dean of Instruction or Program Director prior to the class meeting. In the event that an exception is granted, it is the student's responsibility to make sure the child(ren) do not disrupt the educational environment of the class. Adult guests may be admitted at the discretion of the instructor.

Furthermore, children (age twelve and under) are not allowed to be left unsupervised by an adult anywhere on campus. This procedure applies to all facilities owned or managed by Labette Community College.

College Credit for Nontraditional Education

Nontraditional education is learning that has not been transcribed by a regionally accredited higher education institution. To encourage and assist students to complete degrees, LCC may award college credit for nontraditional education. Work experience will not be considered. The procedure and guidelines are as follows:

1. Students are encouraged to seek advice from the Admissions Office. A \$25 fee must accompany the required application. Normal tuition and fees, which must be paid prior to posting any credit on a transcript. The student must complete at least 12 credit hours at LCC with at least a cumulative 2.0 GPA before nontraditional credit will be awarded.
2. The student must be currently enrolled in at least six (6) credit hours at LCC and have a degree objective.
3. A maximum of 15 credit hours may be awarded and only six (6) can be used to fulfill concentration requirements.
4. All courses for which nontraditional credit is awarded must have equivalent courses in the LCC curriculum. Partial credit will not be awarded.
5. General education course credit will not be awarded for nontraditional education.
6. Course credit may be awarded for courses taken in the military if the course is identified in a current American Council on Education Guide.
7. Nontraditional education credits will not be awarded unless the learning was fostered in a recognized national or state organization.
8. Students must provide validated documentation stating the courses, knowledge, skills, and credit/clock hours completed.
9. The Dean of Instruction will review, and as applicable, seek advice from full-time faculty.
10. In some areas, departmental exams may provide an alternative to credit awarded for nontraditional education.
11. Credit is not awarded for prior work experience.

College Entrance Examination Board (CEEB)

Advanced Placement (AP) Examinations are given each year to high school students who are enrolled in Advanced Placement courses. The student will be required to pay regular tuition to have the credits recorded on his or her transcript. LCC will accept a total of 12 AP credit hours of general education. LCC will grant credit to students presenting the following examination scores:

Score	Credit Hours
5	5-10
4	3-10
3	3-5
1 or 2	0

Note: Not all institutions accept CEEB credits. It is the student's responsibility to check with the institution they might be transferring to in order to ensure acceptance.

College Level Examination Program (CLEP)

The CLEP is a national system of credit by examination, offering five general examinations assessing college level general education, as well as a number of subject examinations relating to specific college courses.

Labette Community College is an approved CLEP Testing Center. Both general and subject examinations are administered in the Student Success Center. LCC will accept a total of 12 CLEP credit hours of general education. A score of 50 or above is required to apply the credits toward a degree. The fee for CLEP testing is currently \$77 per test with a \$15 administration fee. The student will also be required to pay regular tuition to have the credits recorded on his or her LCC transcript.

Courses that are awarded by CLEP examination will be noted on transcripts as "Transferred from College Level Exam Program."

Note: Not all institutions accept CLEP credits. It is the student's responsibility to check with the institution they might be transferring to in order to ensure acceptance. For information regarding subject examinations or additional information about the test, please contact the Student Success Center at (620) 421-6700, extension 1182.

College Success Skills

All first-time, full-time students with fewer than 15 credit hours after high school graduation are required to enroll in the College Success Skills course during their first semester. This course introduces students to Labette Community College and provides various tips for students to succeed.

Concurrent/Dual Credit Courses for High School Students

Concurrent Credit courses are college courses taught at the high school by qualified high school instructors in which the students receive both high school and college credit. Students are enrolled by LCC personnel who come to the school, or by high school counselors or teachers. Students are taught using the same materials as the on campus college courses and use the same textbook, unless the high school textbook has been approved for use by the college. The same outcomes and competencies must be met by concurrent students and regular traditional college students.

Dual Credit courses are regular college courses taken by a high school student, taught by a regular LCC instructor (rather than a high school instructor). These classes may be on any campus or online and are not special classes for high school students only.

High school students enrolled in concurrent/dual courses are required to follow the policies of the college. They will need to enroll and pay their tuition/fees by the stated deadline each semester. If they miss the deadline, they cannot take the course for college credit. Students must have their high school principal sign their enrollment form and have appropriate placement scores. Students are responsible for paying for concurrent/dual courses they enroll in and for purchasing their textbook, unless the high school provides one. If a student decides they want to drop a course, or not take it for college credit, they will need to complete a drop form. They must submit the drop form to the college by the drop deadline or they will receive a grade for the course and be obligated for the cost of taking the course, regardless of the reason. Drop forms can be obtained from the LCC admissions office, by requesting one be mailed to you, or from your high school counselor. Non attendance does not automatically drop a student. Not paying for the course does not automatically drop the student.

Once a student graduates from high school, they will need to request their LCC transcript be sent to any other college they might attend. Their high school transcript will not reflect the college credit, only the college transcript will.

High school students are not eligible for Federal Financial Aid, however, LCC offers a “Jumpstart” Scholarship for students who qualify.

LCC Jumpstart and Dual/Concurrent Enrollment Assistance

Students attending Labette County high schools are eligible to receive up to 16 hours of paid tuition provided they meet the 2.0 GPA requirement.

Cherokee county and Crawford County high school students will receive up to 16 hours of paid tuition/semester if they meet the 2.5 GPA requirement.

Students attending high schools in other Kansas counties may receive assistance/scholarship of half tuition for up to 6 hours per semester with a GPA of 2.5 or above, including online courses.

Students must complete the Student Financial Assistance/Scholarship Application and submit it to the LCC Financial Aid Department before the end of the first week of classes. This scholarship does not cover fees or books. Students exceeding the maximum hours are responsible for 100% of the remaining balance.

For more information about Concurrent/Dual courses, contact Elizabeth Walker (Outreach Director) Office 620-820-1221 or email: elizabethw@labette.edu

Course Load

Students who are enrolled in 12 hours are considered full time. The **average** full-time load for fall and spring is from 15 to 18 credit hours per semester. Students may take up to 21 credit hours per semester with approval of their adviser. The Vice President

of Academic Affairs must approve enrollment in more than 21 credit hours per semester.

The full-time load for summer is 12 credit hours. Students who will receive financial aid must enroll in at least six (6) credit hours to receive half-time assistance. The Vice President of Academic Affairs must approve enrollment in more than 12 credit hours in the summer sessions.

Degree Options

Labette Community College offers Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in General Studies degrees.

The Associate in Arts (AA) and Associate in Science (AS) Degrees are designed for students who plan to transfer to a four-year institution and pursue a baccalaureate degree.

The Associate in General Studies (AGS) Degree recognizes the completion of a broad general education and is a non-transfer degree. Transfer students will need to complete more lower-division courses at transfer universities unless they choose their courses very carefully.

The Associate in Applied Science (AAS) Degree is a career degree for students who plan to seek employment in a professional/technical area.

The AAS Degree may transfer only to specific degree programs at selected colleges and universities. Generally, this degree will only apply toward a bachelor's degree for technology occupations. Students should seek degree program evaluation, analysis, and advice from the institution to which they plan to transfer.

Developmental/Precollege Courses

A majority of college students take at least one precollege course, often referred to as developmental/remedial courses. These are individuals who need additional study prior to enrolling in a college level course. They are usually eligible for financial aid as these courses often serve as prerequisites for upper level courses. *These courses do not carry College credit nor apply toward any degree requirements*, which may cause your graduation date to be extended.

English as a Second Language (ESL) Applicants

Labette Community College wants to provide an opportunity for all students to attend college and be successful. Students who have achieved a level of proficiency in the English language are more likely to have a successful college experience. Labette Community College has established the following process to enhance student success for those students whose primary language is not English.

ESL Appeal Process

TOEFL Scores between 490-519 (written) and 160-189 (computer-based):

Records of individuals who have scored lower than 520 but higher than 490 will automatically be reviewed by the Vice President of Student Affairs and the Vice President of Academic Affairs. Such a student should provide any evidence available which demonstrates sufficient ability to understand English. A decision to admit the student may include a provision for participation in an English as a Second Language course.

TOEFL Scores Below 490 (written) and 160 (computer-based):

Records of individuals who have scored lower than 490 will be reviewed only upon written request from the student. The student should include in the request any evidence that demonstrates his or her ability to understand and communicate in English. The Vice President of Student Affairs and the Vice President of Academic Affairs will complete the review. Approval for admission may include required participation in an English as a Second Language course or similar preparatory activities. Admission to certain courses or programs may be restricted until English language ability is adequately improved.

ESL - Test of English as a Foreign Language Skills (TOEFL)

A student whose primary language is not English must submit, prior to enrolling, one of the following:

1. Record of successful completion of high school in which the language of instruction was English, or
2. Test of English as a Foreign Language (TOEFL) score of 520 written or 190 computer-based or higher, or
3. Completion of an ESL course/program from an accredited institution.

Grades

Grade Change

In the event a student believes that a grade for a course has been incorrectly recorded, procedures to request a grade change may be obtained through the Student Affairs Office. Students may request a grade change no later than one (1) calendar year after the date the final course grade was officially recorded.

- A. For grade change requests submitted within one year of the date of having been originally recorded, the following actions will occur:
1. The student must first contact the instructor with a written statement regarding why he/she requests a grade change. The instructor will then make a written response to the student within ten working days of receipt of the request on whether he/she will make a grade change. If the instructor decides to change the grade, a Change of Grade form is submitted by the instructor to the Dean of Instruction and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.

2. If the student is not satisfied with the instructor's decision, the student must contact, in writing, the instructor's immediate supervisor (Program Director, Dean of Instruction) within ten working days after the decision was rendered by the instructor. The instructor's supervisor must then make a decision, after consultation with both the instructor and the student, on the grade change. The instructor's supervisor will make a written response to the student, copied to the instructor, within ten working days of the date he/she was originally contacted by the student. If the instructor's immediate supervisor decides to change the grade, a Change of Grade form is submitted to the Dean of Instruction and to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
 3. If the student is not satisfied with the supervisor's decision and if the instructor's immediate supervisor reports to the Dean of Instruction, the student must contact, in writing, the Dean of Instruction within ten working days after the decision was rendered by the instructor's immediate supervisor. The Dean of Instruction must then make a decision to approve or disapprove the decision, after consultation with all parties involved, and will respond to the student, with the response copied to the supervisor and instructor, within ten working days of the date he/she was originally contacted by the student. If the Dean of Instruction decides to change the grade, a Change of Grade form is submitted to the Vice President of Academic Affairs for approval. The Vice President of Academic Affairs will inform the Registrar of any grade changes which should be officially recorded.
 4. If the student is not satisfied with the Dean of Instruction's decision, he/she must contact, in writing, the Vice President of Academic Affairs within ten working days after the decision was rendered by the Dean of Instruction. The Vice President of Academic Affairs will then make a decision to approve or disapprove the requested grade change after consultation with all parties involved, and will respond to the student, with copies to the other parties, within ten working days of the date he/she was originally contacted by the student. The Vice President of Academic Affairs will inform the Registrar and student of any changes which should be officially recorded. Such a decision will be considered final.
- B. If the instructor of the course is no longer available, the student may submit, in writing, to the instructor's immediate supervisor (Program Director, Dean of Instruction), a request that a grade be changed. Such request must provide reasons why a change should be made. After considering the request and the circumstances, the supervisor will make a recommendation to the Dean of Instruction or Vice President of Academic Affairs and a decision will be rendered. Such decision will be considered final.

- C. These procedures are the responsibility of the Vice President of Academic Affairs who may make minor, nonsubstantive changes or decisions to ensure the procedures are operationally effective.

Grade Posting

Grades will be posted on the RedZone by instructors. Grades will be posted by the dates indicated in the Academic Calendar. Students can access their grades by logging onto the RedZone at www.labette.edu, using their Student ID number and their PIN.

Grading System

The following symbols are used for student evaluation and will be sent with any transcript leaving the College.

A	Excellent	4 grade points
B	Good	3 grade points
C	Average	2 grade points
D	Below Average passing	1 grade point
F	Failing	0 grade point
P	Passing - Credit only, not computed in cumulative grade point average	
N	No credit - Not computed	
I	Incomplete - Not computed	
W	Withdrawn - No credit, no grade	
R	Course Repeated - not included in GPA	
T	Audit - No credit, no grade	

Pass/Fail Grade Process

Some students may wish to take certain courses for a pass/fail grade rather than a letter grade. If a student wishes to receive a pass/fail grade, he or she must make this request during the first three weeks of the course. The request should be completed on the Request for Pass/Fail Grade form by the student and given to the instructor. It must be approved by the instructor and the Vice President of Academic Affairs. Once processed, the request cannot be reversed. The white copy of the approved request is to be attached to the grade sheet at the end of the term (the canary copy will be sent to the student).

Note: Students are cautioned to check with their adviser about the transferability of pass/fail courses prior to initiating requests for pass/fail grades. The courses are added to a student's credit hour total, but are not included in the grade point average. Pass/fail status may affect transfer as well.

Graduation Procedures

Note: Graduation requirements include a 2.0 minimum cumulative GPA.

All students who have completed at least 42 credit hours and plan to graduate in the fall or spring semester must request an official degree check in the Student Affairs Office by completing a "Degree Check Request" form. A "Degree Check Request"

should be submitted no later than the end of October prior to spring graduation. Transfer students must complete at least 18 credit hours at LCC to graduate. All official transcripts from other institutions must be on file. Evaluation results of the student's permanent academic record will be mailed to the student, outlining specific requirements needed for the degree selected. The response will indicate those requirements completed and those that need to be completed.

Degree candidates must meet graduation requirements found in the catalog of the student's graduation year or a catalog from any of the three years immediately prior to graduation, provided the student was enrolled during the year selected. Students must also have met their financial obligations to Labette Community College, including their graduation fees, and have taken the appropriate exit assessment.

Students who lack five credit hours or less at the end of the spring semester and plan to complete all course requirements by the end of the fall semester following graduation are eligible to apply for and participate in the graduation ceremony. To qualify, students must have a cumulative GPA of at least 2.0 according to grades posted prior to March 1st. If the student wishes to wait a year and participate in graduation the following spring, after courses are complete, he or she must notify the Student Affairs Office prior to March 1st to be removed from the graduation list. Graduation fees will be refunded if notification is received prior to March 1st.

All "Degree Check Requests" that have been completed within the previous year are re-evaluated after the certification date in the Spring semester. Students who the Registrar has determined are eligible to graduate in May will receive information indicating what they need to do to complete the graduation process. Only students who have completed the graduation process will have their degree noted on their transcript.

Since LCC only confers degrees once a year, degree requirements completed before the Spring semester begins, will not be noted on transcripts until after the Spring semester with the exception of Allied Health graduates.

Graduation with honors shall be determined by the following grade point averages as calculated the semester prior to graduation.

Summa Cum Laude	4.0
Magna Cum Laude	3.75-3.99
Cum Laude	3.50-3.74

Honor students will be identified in the graduation program and may wear a gold cord during the ceremony.

High School Students

A high school student who has attained sophomore standing (successfully completed freshman year) may enroll in college courses with permission from his or her high school principal. The student must submit an enrollment form to the Admissions Office with the "Unified School District Authorization" section completed and signed by the principal.

A student who has been designated as “gifted” and below Sophomore status may enroll only upon submission of a completed and current (dates must cover period of enrollment) Individualized Education Plan (IEP) and that IEP must include a list of the college courses that are recommended as part of his or her plan. The IEP must be submitted to the Admissions Office at the time of enrollment.

High School students please see Concurrent/Dual Credit information on page 22.

Holds

Enrollments, official, and unofficial transcripts and related information will be withheld if any financial obligations to the College have not been paid, materials and/or equipment have not been returned, or if the student has yet to take the exit assessment.

Home Schooled and Correspondence Students

Home schooled and correspondence students are eligible to enroll as a regular student after presenting proof of graduation in compliance with Kansas Law. However, additional requirements must be met to be eligible for federal aid. (See “Financial Aid Information” section.)

Honor Roll

Students who enroll in and complete a minimum of 12 credit hours in a semester with a grade point average of at least 4.0 will be included on the President’s Honor Roll. Students who are enrolled in at least 12 credit hours and have a grade point average of at least 3.5 with no grades below a “C” will be eligible for the Dean’s Honor Roll.

Housing

LCC provides contact information regarding local realtors and property owners/managers who handle rental properties. Contact the Student Affairs Office for this information via our website, or go to Parsons, Kansas website: www.parsonsk.com. Our office listing has several property managers that are not on the Parsons website and which we periodically update. You are also encouraged to discuss this topic with your campus tour guide when you make your campus visit. If you want to advertise for roommates or that you have an apartment/house to share rent, students are allowed to post notices on campus and/or leave contact information with our admissions staff to give to other students either looking for housing or roommates. Students coming during the summer to select an apartment/house and enroll in classes have more options than those that come after August 1. *Hint: Some property managers will be more “flexible” if they can meet your parent(s) and/or you are neat and clean in appearance and possess written character references.*

Incomplete Coursework

An incomplete grade may be given when course requirements have not been completed due to illness or other conditions usually beyond the control of the student. A student receiving an incomplete must consult with the instructor to complete a contract outlining requirements to finish the course, including a date by which the coursework must be completed.

Failure to complete the contract will automatically result in an “F” grade. Students cannot withdraw from a course involving an incomplete contract. Because incompletes may also affect a student’s financial aid, students should contact the Financial Aid Office.

Insurance

Health & Accident

The American Association of Community Colleges endorses this product. Too many times students confronted with the high medical costs of illness &/or injury, are having to delay or drop out of college. Primary eligibility requirement is that the student must be enrolled in 4 or more in-class credit hours. Premiums range from \$300-\$500/year, varying according to which of the two plans are selected, excluding dependents (dependents are eligible). Payments may be made quarterly.

For informative brochure/application contact LCC Student Services: 620-421-6700 x1236 or x1264; FAX: 620-421-0180; website: <http://www.labette.edu/stusvcs/studentlife/stulife.htm> or go to <http://www.studentresources.com> for direct customer service contact. *

**For local insurance agencies go to: <http://www.parsonschamber.org/>*

Personal Property

National Student Services, Inc., with over 700 colleges participating, has special benefits for students enrolled in their program as follows:

- All Risks Coverage.
- Actual Cash Value or Replacement Cost.
- \$1,000 liability coverage at no extra charge to all participating students.
- \$1,000 coverage for property in storage, between semesters and during the summer.
- Deductibles of \$25, \$50, or \$100.
- All major credit cards accepted.
- Coverage can be secured over the Internet, by FAX, or regular mail.
- 30 days to examine policy for complete refund of the premium.

Questions??? Call NSSI’s toll free number, (800) 654-6814 or e-mail:

karen@nssinc.com. Website can be viewed at www.nssinc.com.

* For informative brochure/application contact LCC Student Affairs: 620-421-6700 x1264; FAX: 620-421-0180; website: <http://www.labette.edu/stusvcs/studentlife/stulife.htm>.

**For local insurance agencies go to: <http://www.parsonschamber.org/>*

International Students

The International Student Adviser is located on the second floor of the Student Union Building.

The following checklist provides the steps required for Admission. It is preferred that students apply for Admission and submit all required items at least three (3) months before the semester they plan to attend LCC.

Complete the enrollment/application form.

- a. A non-refundable \$100 application fee is required. Submit the Application for admission preferably at least three months before the start of the semester in which you wish to enroll (unless you are transferring from another institution with the USA).
- 2. Submit official copies of High School/Secondary School, and/or University academic transcripts with an English translation of the grades and grading scale.**
 - a. Translations may be accepted from the following organizations: Educational Perspective, World Educational Services, or an equivalent translation company. If you attended a high school in the United States, you'll need to request that the High School **mail** an Official copy of your transcript to Labette Community College.
- 3. English Proficiency Requirements:** Submit evidence of English language proficiency. Students must meet **one** of the following criteria to demonstrate proficiency:
 - a. Minimal TOEFL test scores:
Internet Based (iBT) = 65, paper-based (PBT) = 513, Computer Based (CBT) = 183.
 - b. IELTS (International English Language Testing System) score of 5.5 or higher.
 - c. Have attended and graduated from an American High School within the United States and have maintained a minimum 2.0 CGPA (cumulative grade point average). You'll need to request that the High School **mail** an Official copy of your transcript to Labette Community College.
- 4. Complete the Statement of Financial Information and Certification of Support** forms and submit them with a certified bank statement proving financial ability to attend Labette Community College.
- 5. Submit proof of International health insurance.**
 1. If you do not have health insurance you will need to purchase and provide evidence of new coverage on or before arrival at Labette Community College. For information regarding insurance companies that have proven to be reliable for previous students, please contact the International Student Adviser in the Admissions Office.

Transfer Students (those who have previously attended another US college)

1. Complete steps 1-5 above.
2. Complete the Transfer Eligibility Form and return to Labette Community College.

I-20 Information:

The I-20 is a Certificate of Eligibility for Non-immigrant Student Status for those who wish to study in the U.S. The I-20 form must be taken to the American Embassy or Consulate when you apply for a Visa. More info can be found at http://www.ice.gov/SEVIS/becoming_nonimmigrant_student_52007.htm

Placement Testing

The purpose of placement testing is to enhance student success in college. Placement test scores are used to place students in the most appropriate level for success. All students with less than 12 academic credit hours must take the English, math, and reading placement tests or have proof of acceptable ACT scores.

If a student has taken college Math, college English or 12 academic credit hours with a grade of C or better, prior to enrolling at LCC, he or she must provide an official college transcript or college grade report of previous courses. Placement in appropriate courses will be determined during the enrollment process.

College students who apply for Pell Grants and who will be taking Writing Essentials or Pre-Comp, Reading Essentials or College Reading, Foundations of Math, Beginning Algebra, or any other developmental course must have taken the appropriate placement test in order to qualify for the grant funds.

Students may arrange to take a placement test by calling the LCC Student Success Center at (620) 421-6700, extension 1182, 1142, or 1153.

Placement Testing for English Courses

Score	Placement in
COMPASS writing score of 0-51 OR ACT writing score of 0-13	Writing Essentials
COMPASS writing score of 52-69 OR ACT writing score of 14-17	Pre-Comp
COMPASS writing score of 70 or higher OR ACT writing score of 18 and above	English Composition I

1. Students who have taken the COMPASS Writing test twice and score between 49 and 51 can write an essay to try to get into Pre-Comp.
2. Students who have taken the COMPASS Writing test twice and score between 67 and 69 can write an essay to try to get into English Composition I.
3. Students can only go up one level by writing the essay.

Procedure for writing the essay:

- A. The essay will be written in the Student Success Center (SSC).

- B. The students will be given a list of topics chosen by the English faculty.
- C. The student will fill out a form listing his or her name, ID number, address, and phone number.
- D. The student will receive written instructions for writing the essay, paper, and pen.
- E. Once it is completed, the essay and form will be sent to the English Department. At least two people will read the essay and decide, independently, whether or not the student should be admitted into the higher course. If there is a disagreement, a third faculty member will read the essay to make the determination.
- F. Once the decision has been made, the essay and decision are returned to the Student Success Center.
- G. One of the SSC staff, usually the English Specialist, will contact the student regarding which course to enroll in. The English Specialist will also inform Admissions of the determination.
- H. The grading of the essay usually takes no more than 24 to 48 hours, so the student will be able to enroll in a timely manner.

Placement Testing for Mathematics Courses

A student is placed into a math course by using one of three methods: ACT scores, COMPASS placement test scores, or passing the prerequisite course(s). There is no placement in math for ACT scores of less than 20. Students with less than 20 in mathematics on the ACT will be required to take the COMPASS test. The following tables illustrate the cut off points for placing into math courses at LCC.

Placement for First Time Enrollees - ACT Placement

ACT Math Score	Supporting High School Course & Grade	Placement Recommendation
1-13	N/A	Foundations of Math
14-16	N/A	Beginning Algebra <i>or</i> Applied Math
17-19	N/A	Intermediate Algebra
20 or Higher	N/A	College Algebra <i>or</i> Mathematics for Education
21-25	B in high school Pre-Calculus or Trigonometry OR C or better in high school Calculus	Elementary Statistics, Trigonometry, Business Calculus, Matrix Algebra <i>or</i> Intro to Analytical Processes
26 or Higher	A in high school Pre-Calculus or Trigonometry OR B or better in high school Calculus	Calculus I

The COMPASS math test is made up of several subtests. Students start on the algebra tests. If they answer a series of questions correctly, they will be moved up to the college algebra test. Not all students will take all the tests; it depends on how well they answer the questions.

COMPASS Results - Math Placement

Placement Subtest	Score Range	Placement Recommendation
Pre-Algebra	0-33	Foundations of Math
	34-100	Beginning Algebra <i>or</i> Applied Math
Algebra	34-56	Intermediate Algebra
	57-100	College Algebra <i>or</i> Mathematics for Education
College Algebra	0-43	College Algebra <i>or</i> Mathematics for Education
	44-100	College Algebra Mathematics for Education Elementary Statistics, Matrix Algebra, Trigonometry Business Calculus <i>or</i> Intro to Analytical Processes
Trigonometry	0-43	College Algebra Mathematics for Education Elementary Statistics, Matrix Algebra, Trigonometry Business Calculus <i>or</i> Intro to Analytical Processes
	44-100	All of the above and Calculus I

The COMPASS test can only be taken twice, after which there is an appeal process for the COMPASS placement. If a student is placed in Intermediate Algebra by the placement test, they may take the Intermediate Algebra final. If they pass the final, they will be allowed to enroll in College Algebra. Students can only take the final for the course in which they were placed by COMPASS to move to the next course in the sequence. The sequence of courses is as follows:

- Foundations of Math
- Beginning Algebra or Applied Mathematics
- Intermediate Algebra
- Mathematics for Education
- College Algebra
- Trigonometry/Elementary Statistics/Business Calculus
- Calculus I

- Calculus II
- Calculus III
- Differential Equations

Trigonometry, Elementary Statistics, and Business Calculus all carry a prerequisite of College Algebra and are considered roughly equal in terms of placement level.

Placement Testing for Reading

All students must take a reading placement test unless they have completed at least 12 credit hours of college level academic courses with a grade of C or better. Students must provide an official transcript to be exempt from the reading placement test.

During the summer sessions, students enrolled at other colleges will be allowed to enroll in any course without being required to take the reading placement exam. Students must provide transcripts at the time of enrollment. English and math courses will still require placement testing or appropriate ACT scores. Students enrolled for one credit hour or less as well as Community Services and Workforce Education courses are exempt from the above procedure.

Placement Requirements

Score	Placement in
ACT reading score of 12 or below OR COMPASS reading score of 0-54	Reading Essentials required
ACT reading score of 13-16 OR COMPASS reading score of 55-74	College Reading required
ACT reading score of 17 or higher OR COMPASS reading score of 75 or higher	No Basic Reading Course Required

Placement Testing Appeal Process (COMPASS Test)

As a first appeal, students have the opportunity to retake the placement test. The second and final appeal of placement requirements will be handled through the Dean of Instruction. Placement based on either test scores or appeal is mandatory.

RedZone

The RedZone is a portal to your information at LCC. The RedZone allows students to see their semester schedule, access their grades and unofficial transcript, as well as view their progress in their classes and check out their billing statement. Also, students will access their online courses through the RedZone.

Students need their Student ID number and PIN to log on the RedZone. The Student

ID number is found on the front of their Cardinal ID card. The PIN, password, is assigned by Computer Services. Students will receive a letter containing their PIN number after they get enrolled.

Information about logging on the RedZone is available on the LCC website.

Repeating Courses

The grade earned in a course that is repeated will replace the grade and credit previously earned but GPA will not be recalculated until a degree check is processed. Both course completions will remain on all transcripts. (See also Academic Forgiveness)

Residency

For purposes of charging tuition, the College is required by law to determine the residency of each prospective student.

Residence means a person's place of habitation to which, whenever the student is absent, he or she has the intention of returning. Among significant factors which may be considered, but not any one of which to be necessarily considered conclusive without support of convincing evidence, in determining intent to become a resident are the payment of property taxes, purchase of license tags or driver's license, location of employment, and registration for voting purposes. Such factors must be in existence at least six months prior to enrollment or re-enrollment while the parent or student is living in the district. In the case of a student under 18 years of age, the parents or court-appointed guardians must meet the residence requirements.

At the beginning of each semester, the Registrar's Office shall determine the residency status for tuition purposes of each student who enrolls. Students who have not resided in Kansas for six months prior to the first day of classes are determined to be nonresident students and are charged the out-of-state tuition rates. It is the student's responsibility to enroll under the proper residence classification. If a student enrolls as a Kansas resident and is later determined by the Registrar to be a non-Kansas resident, the student will be charged as a nonresident and payment will be required for all semesters the student was enrolled incorrectly. However, if a student that is classified as a nonresident upon enrollment disagrees with that classification, the student has 30 days from the first day of classes to appeal the classification.

All appeals must be made in writing to the Registrar's Office. If a student does not exercise the right to appeal within the time allotted, the classification or reclassification becomes final. All decisions, charges, and refunds will be in accordance with the state law and KBOR guidelines.

High school students determined to be out-of-state residents enrolled in college courses at the high school during the school day according to the state guidelines governing community colleges will be assessed the in-state tuition rate while enrolled in concurrent courses. The same student will be charged the out-of-state rate for any nonconcurrent courses in which he or she is enrolled before high school graduation

unless the residence status legally changes. For additional information, please contact the Registrar.

Satisfactory Academic Progress

During each semester, notices of unsatisfactory work may be sent to the student. The notice may indicate unsatisfactory work or may show a failing grade. However, it is the student's responsibility to check regularly with instructors to be aware of their grade standing. The student is not guaranteed a passing grade at the end of the semester.

Transcripts

Transcripts will be provided at a cost of \$5.00.

Official records will not be released until the Registrar or Assistant Registrar's Office has received a Transcript Request Form signed by the student or receives a written request which includes the student's name, address, social security number or student ID number, birth date, signature, dates of attendance, and where the record is to be sent. Records picked up in Student Affairs will not be released unless the individual presents a picture ID.

Transcripts and grade reports will be withheld if any financial obligations to the College have not been paid or if material and/or equipment have not been returned to the College. They will also be withheld if exit assessments have not been taken.

Students can print unofficial transcripts through the Red Zone.

Transfer Credits

A maximum of 42 credit hours of recognized credit transferred from another college can be applied to associate degree requirements at Labette Community College. A minimum of 18 credit hours must be completed at LCC for an Associate's Degree and at least half of the credit hours required for a certificate must be completed at LCC.

Who Is Eligible To Enroll

Any individual who has graduated from an accredited high school or received a General Education Development (GED) may attend LCC as a regular student. Students must provide proof of high school graduation or GED completion. Individuals 18 years of age and older who do not meet any of the above criteria may attend as a special student on probation until at least 30 credit hours with a GPA of 2.0 or better have been completed. Permission to enroll as a special student is granted by the Vice President of Academic Affairs.