
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

An academic Advisor serves to support the student's educational progress at Labette Community College. Academic advising is a collaborative relationship between the student (Advisee) and a designated advisor(s). The Advisor's responsibilities include being a useful, helpful guide, a source of knowledge and information, and/or to refer the advisee to information and resources. Note: The LCC Catalog remains the official, final source of information regarding courses of study and degree requirements.

The Advisee is to be aware of academic policies, procedures and degree requirements – all available in the LCC Catalog and to be responsible for the choices the Advisee makes with regard to the Advisee's education. Advisee: take ownership of your own academic and career decisions. Ultimately, you are responsible for meeting your graduation requirements.

All students will be assigned an advisor by the Office of Admissions as determined by the student's declared major. Students are encouraged to meet with their assigned advisor each semester to select courses that will assist them in meeting their educational objectives.

Students enrolling in 'personal interest courses' only will not be required to meet with an advisor. The Office of Workforce Education, Career Training and Personal Enrichment 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. No coursework from another institution will be forgiven.
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 Misconduct \(Procedure 3.07\)](#)

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Academic Progress, Probation, and 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 with-review courses to assist in required studies upon reinstatement.

[Alcoholic Exemption \(Policy 2.10\)](#)

[Appeal of Final Grade \(Procedure 3.18\)](#)

Attendance Guidelines

Regular class attendance is essential for student success. A student should inform instructors of special circumstances, such as illness, surgery, or participation in campus activities or sports, which make an absence necessary.

Instructors may withdraw a student for lack of excused absences if they fail to meet the 75% attendance standard (e.g., if the student missed 8 times in a MW or TR 16-week class, 15 times in a M-R 16-week class, etc.) for on-ground classes, but only after the appropriate date of certification for the course and on or before the last date to withdraw for the semester.

For online classes, attendance is measured by activity completed in the course, such as completing a discussion board or assignment. Instructors may withdraw a student for no activity if they fail to meet the 75% attendance standard measured in weeks (e.g., if the student misses 4 weeks in a 16-week class, 2 weeks in an 8-week class, etc.) Unexcused absences do not have to be consecutive for both on-ground and online courses. If an instructor exercises this option, a grade of W will be recorded and all of the course charges/fees will be applied to the student’s account.

Excused absences due to student representation of the college in some official capacity such as athletic travel, participation in an academic or official student organization activity, illness, surgery, or special circumstances approved by the VPSA or VPAA, will be allowed to make up course work upon notification from Administration and/or Athletic Coach or Club Sponsor/Representative. Students who would like to keep documentation of illness/injury/special circumstances confidential may send to VPSA who will notify instructors. Unexcused absences coursework will be up to the discretion of the instructor on whether the student will be allowed to make up course work.

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.

Cell Phones in the Classroom: (Procedure 3.32)

Guests and Children in the Classroom: (Procedure 3.33)

Credit for Prior Learning (Procedure 3.05)

Credit for Prior Learning (CPL) is learning that has not been transcribed by an institution of higher learning. CPL will be evaluated based on the different types below and may be awarded according to the following conditions:

1. The student must currently be enrolled in at LCC and have a declared major at LCC.
2. All courses for which Credit for Prior Learning are awarded must have equivalent courses in the Labette Community College curriculum. Partial credit will not be awarded.
3. All earned credit will receive a grade of "P" for pass and will not be calculated into the cumulative grade point average.
4. Credit for prior learning will be counted toward graduation and may be used to fulfill curriculum requirements.
5. Credit for prior learning cannot be used to meet the enrollment requirement for federal or institutional aid.
6. Credit for prior learning cannot be used to repeat classroom credit in which a grade was received.
7. A maximum of 45 total credit hours of Credit for Prior Learning may be awarded based on the declared major.
8. Charges may be assessed for specific types of CPL listed below.

Multiple types of CPL can be considered for credit:

Portfolio Evaluation

In some instances, college credit may be awarded by means of a portfolio evaluation. A portfolio is a narrative document that details experiences, training, formal education, and work background. The narrative along with documentation will be turned in to the Registrar's office. Evaluation to determine if the objectives of a college class are met will be determined by the Academic Affairs office. No additional charges will be assessed.

Certificate Evaluation

In some instances, students may show a certificate of successful completion of training in order to get college credit for a class covering the same material. Certificates must be turned in to the Registrar's office, and evaluation to determine if college credit can be awarded will be determined by the Academic Affairs office. No additional charges will be assessed.

AP College Entrance Examination Board (CEEB-AP)

Advanced Placement tests (AP) are administered to high school students at the end of college-level courses that are taught in high school. To request test scores contact AP Services at <https://apscore.collegeboard.org/scores/#/> and have scores sent to the Registrar's office. The Registrar's office will determine if college credit can be awarded based on the following list which shows the AP tests approved and the minimum score required for credit:

CEEB-AP Examination	Minimum Score Accepted	Labette Course Equivalency and Credit Hours
ARTS		
2-D Art & Design	3	ART107: Two Dimensional Design (3 cr.)
Drawing	3	ART103: Drawing I (3 cr.)

English		
English Language and Composition	3	ENGL101: English Composition I (3 cr.)
English Language and Composition**	4	ENGL101 English Composition I (3 cr.) AND ENGL102: English Composition II (3 cr.)
English Literature and Composition	3	ENGL 206: General Literature (3 cr.)
History and Social Sciences		
Human Geography	3	GEOG101: World Regional Geography (3 cr.)
Macroeconomics	3	ECON203: Macroeconomics (3 cr.)
Microeconomics	3	ECON204: Microeconomics (3 cr.)
Psychology	3	PSYC101: General Psychology (3 cr.)
United States Government and Politics	3	POLS105: American Government (3 cr.)
United State History	3	HIST101: American History to 1877 (3 cr.) AND HIST102: American History Since 1877 (3 cr.)
World History: Modern	3	HIST104: World History Since 1500 (3 cr.)
Math and Computer Science		
Calculus AB	3	MATH130: Calculus I (5 cr.)
Calculus AB subscore on Calculus BC exam	3	MATH130: Calculus I (5 cr.)
Calculus BC	3	MATH130: Calculus I (5 cr.) AND MATH131: Calculus II (5 cr.)
Computer Science Principles	3	COMP110: Computer Concepts and Applications (3 cr.)
Statistics	3	MAT120: Elementary Statistics (3 cr.)
Sciences		
Biology	3	BIOL128: Principles of Biology I (5 cr.)
Biology	5	BIOL128: Principles of Biology I (5 cr.) AND BIOL129: Principles of Biology II (5 cr.)
Chemistry	3	CHEM124: College Chemistry I (5 cr.)
Chemistry	5	CHEM124: College Chemistry I (5 cr.) AND CHEM126: College Chemistry II (5 cr.)
Environmental Science	3	BIOL122: Environmental Life Science (5 cr.)
World Languages and Cultures		
French Language and Culture	3	LANG104: French I (5 cr.) AND LANG105: French II (5 cr.)
Spanish Language and Culture	3	LANG127: Spanish I (5 cr.) AND LANG128: Spanish II (5 cr.)
** May receive both ENGL 101 & 102 with a score of 4 or higher.		

CLEP

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. Results should be sent to the Registrar's office to determine if college credit can be awarded based on the scores below. 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.

CLEP Test	Minimum Score Accepted	Labette Course Equivalency and Credit Hours
American Government	50	POLS 105: American Government (3 cr.)
American Literature	50	ENGL 209: American Literature I (3 cr.)
Analyzing and Interpreting Literature	50	ENGL 206: General Literature (3 cr.)
Biology	50	BIOL 120: General Biology (5 cr.)
Calculus	50	MATH 130: Calculus I (5 cr.)
Chemistry	50	CHEM 120: Introduction to Chemistry (5 cr.)
College Algebra	50	MATH 115: College Algebra (3 cr.)
College Composition	50	ENGL 101: English Composition I (3 cr.)
College Composition Modular	50	ENGL 101: English Composition I (3 cr.) AND ENGL 102: English Composition II (3 cr.)
College Mathematics	50	MATH 100: Intermediate Algebra AND MATH 115: College Algebra (3 cr.)
English Literature	50	ENGL 207: British Literature I (3 cr.)
Financial Accounting	50	ACCT 112: Financial Accounting (3 cr.)
French Language	50	LANG 104: French I (5 cr.)
French Language	59	LANG 104: French I (5 cr.) AND LANG 105: French II (5 cr.)
History of the U.S. I	50	HIST 101: American History to 1877 (3 cr.)
History of the U.S. II	50	HIST 102: American History Since 1877 (3 cr.)
Human Growth & Development	50	PSYC 201: Developmental Psychology (3 cr.)
Info. Systems and Computer Applications	50	COMP 120: Computer Information Systems (3 cr.)
Introduction Psychology	50	PSYC 101: General Psychology (3 cr.)
Introduction Sociology	50	SOCI 101: General Sociology (3 cr.)
Principles of Macroeconomics	50	ECON 203: Macroeconomics (3 cr.)
Principles of Microeconomics	50	ECON 204: Microeconomics (3 cr.)
Spanish Language	50	LANG 127: Spanish I (5 cr.)
Spanish Language	63	LANG 127: Spanish I (5 cr.) AND LANG 128: Spanish II (5 cr.)
Western Civilization I (Ancient Near East to 1648)	50	HIS 103: World History to 1500 (3 cr.)
Western Civilization II (1648 to Present)	50	HIS 104: World History Since 1500 (3 cr.)

DSST

DSST exams allow students to earn college credit for knowledge obtained outside the traditional classroom. For more information about the DSST exams go to http://getcollegedcredit.com/test_takers. Results of this test should be sent to the Registrar's office for evaluation.

The following list shows the DSST tests approved at Lafayette and the minimum score required for credit:

DSST Exam List:	Minimum Score:	Lafayette Course:
A History of the Vietnam War	**	**No Equivalent Course
Art of the Western World	**	**No Equivalent Course
Astronomy	400	PHSC 103: Introduction to Astronomy
Business Ethics in Society	**	**No Equivalent Course
Business Mathematics	400	OTEC 119: Business Math
Computing and Information Technology	400	COMP 120: Computer Information Systems
Criminal Justice	400	CRIM 101: Intro to Administration of Justice
Environmental Science	400	BIOL 122: Environmental Life Science
Ethics in America	400	PHIL 106: Ethics
Ethics in Technology	**	**No Equivalent Course
Foundations of Education	400	EDUC 140: Introduction to Teaching
Fundamentals of College Algebra	400	MATH 115: College Algebra
Fundamentals of Counseling	**	**No Equivalent Course
Fundamentals of Cybersecurity	**	**No Equivalent Course
General Anthropology	400	SOCI 207: Anthropology
Health and Human Development	400	PED 105: Personal and Community Health
History of the Soviet Union	**	**No Equivalent Course
Human Resource Management	**	**No Equivalent Course
Human/Cultural Geography	400	GEOG 101: World Regional Geography
Introduction to Business	400	BUAD 101: Introduction to Business
Introduction to Geography	400	GEOG 101: World Regional Geography
Introduction to Geology	400	PHSC 101: Physical Geology
Introduction to Law Enforcement	400	CRIM 101: Intro to Administration of Justice
Introduction to the Modern Middle East	**	**No Equivalent Course
Introduction to World Religions	400	RELI 101: Comparative World Religions
Lifespan Development Psychology	400	PSYC 201: Developmental Psychology
Management Information Systems	**	**No Equivalent Course
Math for Liberal Arts	**	**No Equivalent Course
Money and Banking	**	**No Equivalent Course
Organizational Behavior	**	**No Equivalent Course
Personal Finance	400	BUAD 205: Personal Finance
Personnel/Human Resource Management	**	**No Equivalent Course
Principles of Advanced English Composition	400	ENGL 101: English Composition I
Principles of Finance	**	**No Equivalent Course
Principles of Financial Accounting	400	ACCT 112: Financial Accounting
Principles of Physical Science I	**	**No Equivalent Course

Principles of Public Speaking	400	COMM 101: Public Speaking
Principles of Statistics	400	MATH 120: Elementary Statistics
Principles of Supervision	**	**No Equivalent Course
Substance Abuse	400	CRIM 118: Drugs in Society
Technical Writing	**	**No Equivalent Course
The Civil War and Reconstruction	**	**No Equivalent Course

American Council on Education (ACE) and ACE Guides:

ACE is a major coordinating body for higher education institutions in the U.S., providing third party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).

Individuals seeking advanced standing credit should refer to the ACE website. Transcripts should be sent to the Registrar's office for evaluation in consultation with the Academic Affairs office.

Other:

Multiple options can be used to assess for CPL. If one of the above options does not match a student's needs, the student must request a review of CPL by the Registrar's office. The Registrar will work with Academic Affairs to review the request and determine what further action will take place.

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 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 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.

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 Concurrent/Dual Credit Coordinator 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 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 students decide 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 them, or from their high school counselor. Non attendance does not automatically drop a student. Not paying for the course does not automatically drop the student. Once students graduate from high school, they will need to request their LCC transcript be sent to any other colleges they might attend. Their high school transcript will not reflect the college credit, only the college transcript will.

For more information about Concurrent/Dual Credit courses, contact the Concurrent/Dual Credit Coordinator Office 620-820-1221.

Course Load

For the fall and spring semesters, 12 credit hours are considered full-time. The average full-time student is enrolled in 15 to 18 credit hours. Students may take up to 21 credit hours per semester with approval of their advisor. The Vice President of Academic Affairs must approve enrollment in more than 21 credit hours per semester.

The full-time load for the summer semester is 6 credit hours. However, for federal financial aid, full-time status for the summer semester is 12 credit hours. The Vice President of Academic Affairs must approve enrollment in more than 10 credit hours.

Course Transfer



The Kansas Board of Regents has approved and faculty representatives from Kansas public postsecondary institutions have agreed upon the learning outcomes for the system wide transfer courses listed on the KBOR website. A student who completes any of these courses at a Kansas public university, community college, or technical college will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course. These approved courses are identified in the Course Description section with the KRSN (Kansas Regents Shared Number) assigned number.

Course Equivalency Guides: Click on any of the course names at the website at the end of this paragraph to review the Course ID number, title, and number of credits assigned to that course at each public postsecondary institution in the system. Visit http://www.kansasregents.org/transfer_articulation for more information.

Educational Fees (Policy 4.02)

Students are charged educational fees, which include tuition and a general fee. Educational fees, in addition to other sources of revenue, provide partial support for various College operations, programs and services. The amount of the educational fees requires approval of the Board of Trustees.

To ensure effective operation of the College and fiscal accountability, students are expected to make prompt payment as accounts become due and payable. Students who fail to pay accounts as directed by the business office may be subject to sanctions.

Under extreme circumstances, students who withdraw from courses may be eligible for a refund of educational fees.

Procedures regarding educational fees, including fees related to specific programs and services, and refunds, will be determined by the President.

[Payment of Educational Fees and Refunds \(Procedure 4.02\)](#)

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 Students

If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:

1. Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English
2. Test of English as a Foreign Language (TOEFL) score of 70 internet-based (iBT)
3. International English Language Testing System (IELTS) score of 6 or higher
4. Completion of ELS Language Centers level 112 (http://www.els.edu/contents/US_University.aspx)
5. EIKEN scores of Pre-1 and 1
6. Completion of an Intensive English Program at an accredited four year university.
7. Completion of Bridge's Academic English Level 5

Grades

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.

CODE EXPLANATION:		GRADE EXPLANATION:	
Code	Definition	Grade	Points Earned
W	Withdrew	A	4.0
N	No Credit	B	3.0
P	Pass	C	2.0
I	Incomplete	D	1.0
X	By Examination	F	0.0
R	Repeat *	UF	0.0 Unearned F
P	Pass Credit Only**	P	0.0 Pass Credit
WIP	Work In Progress	N	0.0 No Credit
N	No Credit	I	Incomplete***
--	Lab credit included with lecture		
AU	Audit		
UF	Unearned F		
IM	Incomplete Military		
WM	Withdrawal Military		
Grade(s) with an asterisk indicate Academic Forgiveness			

***Repeated Courses** - Students are allowed to repeat courses if a grade below an "A" has been received. The highest grade earned will be used in GPA calculation.

****Pass Credit** - In courses where a grade is "P", hours are not included in the GPA.

*****Incomplete Contracts** - These are submitted by the instructor prior to semester end. If work is not completed, Incompletes will be converted to an "F" at the close of the following semester.

Unearned - An Unearned F is given if the student did not complete the final or the final assignment. An F is given if the student completed the final or the final assignment and has earned a grade of F.

Transfer Credits - Labette Community College accepts transfer credits from other regionally accredited institutions and grades earned are computed in the cumulative GPA.

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 two 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 advisor 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

Students who have completed or are currently enrolled in 42 credit hours and intend to graduate in the upcoming fall or spring semester must request an official degree check for any major other than their current declared one. This request must be submitted through the Registrar's Office by completing a "Degree Check Request" form with their Advisor. For spring graduation, the form should be submitted no later than January 31st. Those planning to graduate in December must submit their request by October 31st, ensuring all degree requirements are met by the end of the Fall Semester.

Students who have completed or will complete all certificate requirements by the end of the current semester must request an official certificate check through the Registrar's Office by submitting a "Certificate Check Request" form. This form should be submitted no later than January 3rd for those planning to graduate in the spring. Students completing their certificate in December must submit their request by October 31, ensuring all requirements are met by the end of the Fall Semester.

All graduating students and certificate earners are required to have their official high school transcript or equivalent on file with the Registrar's office. Transfer students must complete a minimum of 15 credit hours toward their degree at LCC in order to graduate with an Associate's Degree. Official transcripts from other institutions must also be submitted. Students will receive an email at their LCC email with the evaluation results of the student's permanent academic record by viewing the Advising Worksheet in RedZone to see the specific requirements for their selected certificate or degree.

Certificate or degree candidates must fulfill graduation requirements outlined in the catalog of their graduation year or any of the three preceding years, provided they were enrolled during the selected year. If a degree program is discontinued, students have two years to complete it. Those who meet the requirements within this timeframe will be awarded their degree. Students who have six or fewer credit hours remaining at the end of the spring semester and plan to complete all course requirements are eligible to apply for graduation, order their cap and gown, and participate in the commencement ceremony held in May. To qualify, students must have a cumulative GPA of at least 2.0 based on grades posted before January 31st. Those who wish to be removed from the graduation list must submit their request by April 1st. After this date, all eligible students will remain on the graduation list for the May ceremony, regardless of any changes to their enrollment status.

All "Degree Check Requests" completed within the past year are re-evaluated after the Spring semester's certification date. Students deemed eligible for May graduation by the Registrar will receive instructions on completing the steps for graduation. Only those who fulfill all degree requirements will have their degree recorded on their transcript. LCC holds a single commencement ceremony each year in May. Students who complete their degree requirements by the end of the Fall semester will have their degree and graduation date reflected on their transcript and may participate in the following May's ceremony.

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 and Veterans will be identified in the graduation program. Diplomas are mailed to graduates in June.

Holds

Enrollments, diplomas and related information may be withheld if any financial obligations to the College have not been paid, or materials and/or equipment have not been returned. A Hold on your account may result in a partial transcript to be sent when a transcript request is completed.

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

Labette Community College supports The Cardinal Villas in providing quality housing for our students. The Cardinal Villas is a premier on-campus student focused community. The Cardinal Villas guarantee your comfort in our fully- furnished units with private bedrooms and bathrooms. The Cardinal Villas offer academic term leasing and a roommate matching program to ensure a smooth transition in your new home.

Incomplete Coursework

Students who have experienced an extenuating circumstance that prevents completion of a course may request an “I” (incomplete) grade from the instructor. In order to be considered, the student must have been in attendance for at least the first 60% of the course and have a passing grade at the time of the request. The instructor will complete a contract that outlines the requirements the student must complete to finish the course. The contract includes a date by which the coursework must be submitted and must be signed by the student and the instructor. Failure to complete the contract will automatically result in an “F” grade. Students cannot withdraw from a course with an incomplete contract. Because incompletes may affect a student’s financial aid, students need to contact the Financial Aid Office when they have an incomplete.

Insurance

Health & Accident

Labette Community College does not provide Student Health Insurance Plans, however, you might consider one of the options below if you do not currently have insurance. Students must directly contact these providers for insurance coverage. Student Insurance - www.studentinsuranceusa.com

Insurance Companies in Parsons

The website for the Parsons Chamber of Commerce is <http://www.parsonschamber.org/>.

International Students

Please contact the DSO you work with regarding international student health insurance information.

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/studentlife>.

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

International Students

The International Student Advisor 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.

- 1. 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 within the US).
- 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:** If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:
 - a. Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English
 - b. Test of English as a Foreign Language (TOEFL) score of 70 internet-based (iBT)
 - c. International English Language Testing System (IELTS) score of 6 or higher
 - d. Completion of ELS Language Centers level 112 (http://www.els.edu/contents/US_University.aspx)
 - e. EIKEN scores of Pre-1 and 1
 - f. Completion of an Intensive English Program at an accredited four year university.
 - g. Completion of Bridge's Academic English Level 54.
- 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.**
 - a. 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 Advisor in the Admissions Office.
- 6. Submit proof of Tuberculosis Testing if needed**
 - a. Students entering Labette Community College who are from the countries listed below must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the United States or Canada.
 - b. Afghanistan, Bangladesh, Brazil, Cambodia, China, DR Congo, Ethiopia, India, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Philippines, Russian Federation, South Africa, Thailand, Uganda, UR Tanzania, Vietnam, and Zimbabwe

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 US. 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 (Procedure 3.22)

It is recommended that all degree-seeking students who plan to enroll for the first time in a College-level English or Math course at Labette Community College to provide placement scores from either a standardized test approved by the college (ACT, SAT, ACCUPLACER, ALEKS) taken within the last 3 years, or a copy of a high school transcript within 3 years of graduation, or GED scores within 3 years of enrollment taken on the 2014 version. Students that choose not to take a placement test will be placed into a with Review section for English or Math courses. The ACCUPLACER test for each subject/discipline may be taken twice in a three-month period.

Students enrolled full-time at other colleges who wish to also enroll at LCC at the same time will be allowed to enroll in any course without being required to take the writing or reading placement exam. Students must provide unofficial transcripts or grade reports at the time of enrollment. To be placed into English or Math courses students must meet one or more of the criteria in the tables below.

Students requesting accommodations for ACCUPLACER testing due to their documented disabilities must contact the College's designated ADA coordinator at least four business days prior to their desired testing date. Students may contact the Student Success Center by phone at (620) 421-6700, ex. 1147, or in person in the Student Success Center on the main campus in Parsons. The coordinator will work with the SSC staff to ensure proper accommodations are in place for the student prior to testing.

Students may arrange to take a placement test by calling the LCC Student Success Center at (620) 421-6700, extension 1147, or by completing the LCC Testing Request.

Composition Courses	ACT Score (Reading and Writing)	SAT Score (Evidence Based Reading and Writing)	ACCUPLACER (Reading and Writing)	H.S. Transcript	GED Score (Reasoning Through Language Arts)
English Comp 1 with Review* (ENGL 103)	Up to 17	Up to 499	Next-Gen: Up to 254	N/A	≥150 average score
English Comp 1 (ENGL 101)	18 or higher	500 or higher	Next-Gen: 255 or higher	3.00+ unweighted Cumulative GPA after 5 or more semesters Or 16+ ACT Reading AND ACT English AND B or higher (not B-) in most recent high school English course Or 2.7+ high school cumulative unweighted GPA after 5 or more semesters AND B or higher (not B-) in most recent high school English course	≥165 avg. score or ≥160 avg. score & ≥160 content

*This course will be considered college-level Comp 1 with additional review.

Mathematic Courses	ACT Score (Math)	SAT Score (Math)	ACCUPLACER (QAS)	H.S. Transcript (within 3 years of graduation)	GED Score (within 3 years of enrollment using 2014 version)	ALEKS (PPL)
College Algebra with Review* (MATH 114)	Up to 21	Up to 539	Next-Gen: Up to 262	N/A	≥150 average score	Up to 45
College Algebra (MATH 115)	22 or higher	540 or higher	Next-Gen: 263 or higher	3.25 cumulative GPA (unweighted) And B- or higher in Second semester Algebra 2 or Integrated Math 3	≥160 avg. score + ≥160 content score	46 or higher

Elementary Statistics with Review (MATH 119)* Or Quantitative Reasoning with Review* (MATH 126)	Up to 18	Up to 509	Next-Gen: Up to 254	N/A	N/A	Up to 29
Elementary Statistics (MATH 120) Or Quantitative Reasoning (MATH 129)	19 or higher	510 or higher	Next-Gen: 255 or higher	3.0 cumulative GPA (unweighted) And C- or higher in Second Semester Algebra 2 or Integrated Math 3	N/A	30 or higher
Trigonometry (MATH 125) Or Matrix Algebra (MATH 121)	24 or higher	580 or higher	N/A	≥3.5 Cum GPA + ≥ Final grade of B in Algebra II	N/A	N/A
Calculus I (MATH 130)	27 or higher	640 or higher	N/A	≥3.75 Cum GPA + ≥ Final grade of C in Trig or Pre-Calc	N/A	N/A
Allied Health Courses	ACT Score	SAT Score	ACCUPLACER	H.S. Transcript (within 3 years of graduation) Unweighted GPA	GED Score (within 3 years of enrollment using 2014 version)	Prerequisites
EMT (HEAL 142)	Reading: 13 or higher and Math: 14 or higher	Verbal: 360 or higher and Math: 340 or higher	Next-Gen Reading or Writing: 240 or higher AND Classic Math: 50 or higher Next-Gen Math: 237 or higher	≥2.5 Cum GPA	≥150 average score	High School Diploma or GED or Senior in H.S.
Health Science Programs	ACT Score	SAT Score	ACCUPLACER	H.S. Transcript (within 3 years of graduation) Unweighted GPA	GED Score (within 3 years of enrollment using 2014 version)	Prerequisites
Nursing	Reading: 17 or higher	N/A	Next-Gen Writing: 263 or higher	N/A	N/A	N/A

[Placement Testing Procedures \(Procedure 3.221\)](#)

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, view their progress in their classes, check out their billing statement, and access their financial aid information. Also, students will access their online/hybrid 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.

Repeat Courses

Students may repeat a course one time without approval. Students who want to repeat a course for credit more than one time will need the approval from one of the following: VP of Academic Affairs, or the Dean of Instruction. The highest grade earned for the course will be used in GPA calculation; however, the prior grade will still appear on the transcript. Courses noted as repeatable may be repeated without approval. Students receiving financial aid should always check with the Financial Aid Department before repeating any course.

Residency (Policy 4.05)

Reverse Transfer



Beginning in the Fall of 2014, students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.

Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

Contact the Registrar's Office of the institution which you are attending for more information. Visit http://www.kansasregents.org/transfer_articulation for more information.

Semester

Semesters: Labette Community College operates on an academic year that includes 3 semesters and when needed, one fall intersession. The fall and spring semesters each have 16 weeks of instruction, the summer semesters have 8 weeks of instruction. The fall intersession has 3 to 4 weeks of instruction and is a separate session that is between the fall and spring semesters.

Courses: Courses are measured using credit hours which is equal to the number of hours students are in class during one week. Students should expect to spend a minimum of two hours on out-of-class student work for every hour spent in the classroom.

LCC offers courses in different delivery methods which provides students with the flexibility to continue their education at times that fit their lifestyle.

Course Delivery Methods

On-ground or campus courses meet in the traditional classroom at the time and room stated in the schedule.

Online courses use the internet, RedZone, and other web based applications. The majority of the course is computer based using different forms of media such as audio, video and written formats. At least 76% of the instruction is provided where the faculty and students are physically separated by place and time. Some courses require at least one proctored exam. Students who enroll in online courses must have access to a computer with dependable internet service.

Hybrid courses replace a portion of the scheduled traditional classroom instruction with online instruction. The remaining time will be taught in a classroom. Students must have access to a computer with dependable internet service.

VI (IDL) courses are taught in a classroom by one instructor delivered to two separate classrooms simultaneously via video or web conferencing technology. The courses are identified in the schedule and meet in a classroom setting usually at the Cherokee Center and Parsons Campus. Some assignments and tests may require the use of the RedZone.

Student Contact

Students may be removed from class only by college personnel. If an individual needs to contact a student, they must report to or call the Office of Student Affairs, where a college official will make contact with the student. In addition, 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.

Transcripts

There are 2 types of transcripts – unofficial and official. The unofficial can be printed by the student from their RedZone account. The official must be ordered online and there is a fee ranging from \$10.40-\$50.40..

Official transcripts are generally sent directly to other colleges, employers or to students in sealed envelopes. If the seal on the envelope is broken, the transcript becomes unofficial. To request an official transcript online please go to the LCC website, click on the Students tab, Transcripts/Registrar and then click on the link to order an official transcript. This link will take you to the National Student Clearinghouse which provides this service for LCC. The site will walk you through placing your order, including delivery options and fees. Order updates will be emailed to you. You can also track your order online. You can also fill out the Transcript Request Form in the Registrar's Office. Faxed transcript requests are no longer accepted.

A Hold on your account may result in a partial transcript to be sent when a transcript request is completed.

Transfer Credits

Labette Community College accepts undergraduate transfer credits from the following institutional accreditors for colleges/universities.

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western
- Association of Schools and Colleges
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

Undergraduate transfer credits from institutions not listed above will be evaluated using the Department of Education and the Database of Accredited Postsecondary Institutions and Programs (DAPIP) accreditation listing. Transfer credits must be equivalent to course(s) offered at LCC or can be utilized to meet a General Education requirement.

All transfer credits will be converted to a semester credit hours system. To convert quarter hours to semester hours, divide the quarter hours to by 1.5. Courses with a quarter hour conversion will be rounded using standard rounding rules to round to the nearest credit hour. All transfer courses will be added to the student's LCC transcript but not guaranteed to be a transfer equivalent course.

Transferring Credits to LCC

Courses successfully completed from a regionally accredited institution that fulfills graduation requirements may be accepted and applied toward an Associate Degree or Certificate.

- A minimum of 15 credit hours that fulfill general education or major requirements as listed by the student's selected Associate Degree program must be completed at LCC.
- At least half of the required credit hours must be completed at LCC to receive a certificate.
- Official transcripts from all other colleges/universities must be sent to the Admissions Office in order for courses to be applied towards a degree or certificate.

If you have any questions concerning your transcripts or graduation please email registrar@labette.edu.

LCC adheres to the Kansas Seamless Transfer Among Regent System using the KSRN Matrix developed by Kansas Board of Regents which guarantees transfer of approved courses among all Kansas public postsecondary institutions.

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees.**

Military courses are accepted as suggested by the American Council on Education (ACE) if we have the equivalent course(s) and if the course(s) would be acceptable for the student's major.

Transfer hours will be changed to meet the semester hour system. Grades will be defined by our grading definitions.

A maximum of 45 credit hours of recognized credit transferred from another college can be applied to associate degree requirements at Labette Community College. A minimum of 15 credit hours must be completed at LCC for an Associates Degree. At least half of the credit hours required for a certificate must be completed at LCC.



*See page 17 for more information



** See Page 25 for more information

[Admission/Enrollment Eligibility \(Policy 4.01\)](#)
